Advance Excel assignment 3

1. How and when to use the Autosum command in excel?.

Ans.

When we need to sum a column or row of numbers We use the autosum.
Select a cell next to the numbers we Want to sum, click autosum on the home tab, press enter.

2. What is the shortcut Key to perform auto.sum?.

Ans.

Place the cursor where we want sum and press Alt and hold down the Alt key and then press the equals = sign while still holding Alt. Then press enter.

3. How do you get rid of formula that omits adjacent cells?.

Ans Steps are as follows:-
(1) Open Excel and then click on File.
(ii) Go to options and then select formulas.
(iii) Look for error checking rules and uncheck formulas which omit cells in a region
(iv) click ok.

4. How do you select non-adjacent cells in excel 2016 ?.

Ans

(i) Click on a cell to select it or use the keyboard to navigate to it and select it.

(ii) To select a range, select a cell, then with the left mouse button pressed, drag over the other cells. or use the shift + arrow keys to select the range.

(iii) To select non-adjacent cells and cell ranges, hold Ctrl and select the cells.

5. What happens if you choose a column, hold down the Alt key and press the letters ocw uh quick succession ?.

Ans.

The column width dialogue box opens allowing we to set the exact width of the column.

6. If you right click on a row reference number and click on insert, where will the row be added ?.

Ans The row will be added above the selected row.