Advance Excel Assignment 3

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

The AutoSum command in Excel is used to quickly calculate the sum of a range of cells. To use AutoSum, select an empty cell below or to the right of the data range, click on the AutoSum button in the ribbon or use the shortcut (Alt + =), and Excel will automatically suggest a range for the sum calculation based on nearby cells. It is convenient for adding up a column or row of numbers.

2. What is the shortcut key to perform AutoSum?

The shortcut key to perform AutoSum in Excel is Alt + =. Pressing these keys together will automatically select the range of cells above or to the left of the active cell, and insert the SUM function to calculate the sum.

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

To get rid of a formula that omits adjacent cells in Excel, you can convert the formula to its calculated value. Select the cell with the formula, copy it (Ctrl + C), then use Paste Special (Ctrl + Alt + V) and choose "Values" to paste only the calculated values, removing the formula.

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

To select non-adjacent cells in Excel 2016, hold down the Ctrl key on your keyboard and click on individual cells to select them. This allows you to select multiple cells that are not next to each other.

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

If you choose a column, hold down the Alt key, and press the letters "ocw" in quick succession, it will apply the following formatting actions to the selected column: "o" will add a Filter, "c" will add a Conditional Formatting rule, and "w" will wrap the text within the cells.

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

If you right-click on a row reference number in Excel and click on "Insert," the new row will be added above the selected row. The existing rows below will shift down to accommodate the inserted row.