Advance Excel Assignment 3

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

Whenever we need to sum a single range of cells, whether a column, row or several adjacent columns or rows, we can have Excel AutoSum to automatically make an appropriate SUM formula for us.

To use AutoSum in Excel, we need to follow these 3 easy steps:

1. Select a cell next to the numbers you want to sum:

   o To **sum a column**, select the cell immediately below the last value in the column.
   o To **sum a row**, select the cell to the right of the last number in the row.

2. Click the **AutoSum** button on either the *Home* or *Formulas* tab.
   A Sum formula appears in the selected cell, and a range of cells you're adding gets highlighted.

3. Press the Enter key to complete the formula.

2. What is the shortcut key to perform AutoSum?

Excel AutoSum keyboard shortcut:

Pressing the Equal Sign key while holding the Alt key inserts a Sum formula in a selected cells(s) exactly like pressing the *AutoSum* button on the ribbon does, and then you hit the Enter key to complete the formula.

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

To turn off the notification "Formula Omits Adjacent Cells", we should follow the steps below:

1. Open Excel and then click on File.
2. Go to Options and then select Formulas.
3. Look for Error checking rules and uncheck Formulas which omit cells in a region.
4. Click OK.

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

Holding the Ctrl key and selecting the cells is one of the best ways to select non adjacent cells in Excel.

To select non-adjacent cells, first, we **select a cell**. Once we click on it, that becomes the active cell. By pressing and holding the **Ctrl key**, select the cells we want to select. We can either click on each cell or use the mouse and drag to select a range of cells. Once we have selected all the necessary cells, leave the Ctrl key. In this way, all the non-adjacent cells are selected

5. What happens if you choose a column, hold down the Alt key and press the letters

O-C-W in quick succession?

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

We can insert a value in the column width dialogue box for how wide we would like a column to be. This is especially useful if we have several non-adjacent columns that we need to be the same width.

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

be added?

If we right-click on a row reference number and click on Insert, a new row is inserted above the cell(s) we originally selected.