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, let Excel do the math then we use AutoSum function.
- This can be achieved by Select a cell next to the numbers we want to sum, click AutoSum on the Home tab, press Enter or shortcut key ("Alt + =")

2. What is the shortcut key to perform AutoSum?

Ans:
- shortcut key ("Alt + =")

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

Ans:
- Open Excel and then click on File.
- Go to Options and then select Formulas.
- Look for Error checking rules and uncheck Formulas, which omit cells in a region.
- Click OK.

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

Ans:
- 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 in quick succession?

Ans:
- "Column width" adjustment tab will open from where we can adjust the width of the selected column.

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

Ans:
- Above of the selected Row.