

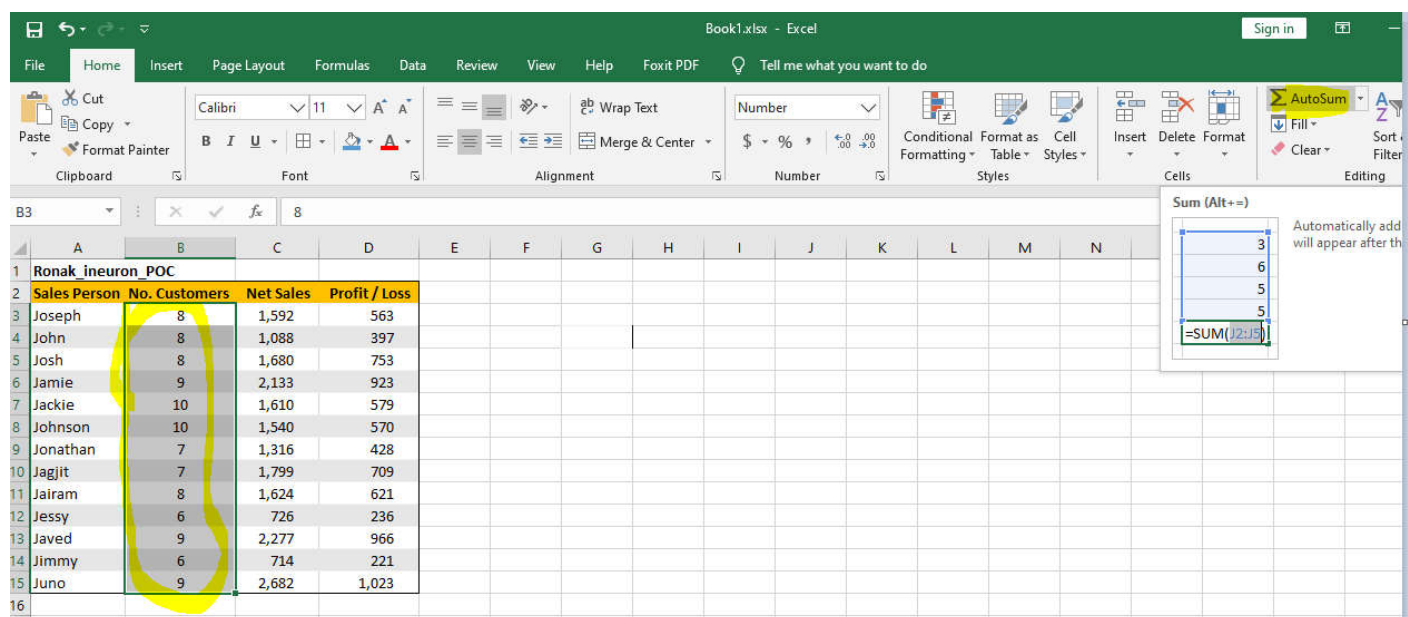
# Advance Excel Assignment 3

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

Like sum where we have to manually enter the range for rows/columns and then we can get the result, so likewise there is a direct function if there is a column and we want to do sum and you not need to type the range then excel will auto take the range and just with single click you will get the sum results. let us see below eg.

one more way is just select the cells and then click in Autosum on Home tab and press enter.

in below eg. I want to sum all no. of customers so I just select the columns which I want to add, as you can see in green and then just select the **home->editing->Autosum** so it will sum from B3:b15 and give the result. As below



AutoSum is in two locations: Home > AutoSum, and Formulas > AutoSum.

Ronak_in neuron_POC			
Sales Person	No. Customers	Net Sales	Profit / Loss
Joseph	8	1,592	563
John	8	1,088	397
Josh	8	1,680	753
Jamie	9	2,133	923
Jackie	10	1,610	579
Johnson	10	1,540	570
Jonathan	7	1,316	428
Jagjit	7	1,799	709
Jairam	8	1,624	621
Jessy	6	726	236
Javed	9	2,277	966
Jimmy	6	714	221
Juno	9	2,682	1,023

2. What is the shortcut key to perform AutoSum?

Shortcut is **Alt + equal**

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

below are the steps

1st open the Excel and then click on File.

Now go to Options and then select Formulas.

Look for Error checking rules and uncheck Formulas which omit cells in a region.

Now Click ok. Below is the sample screen shot..



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

one way is to use press ctrl and select the cell from your sheet and then once done release ctrl. Then you can see the cells are selected . If you still want to add then press ctrl and select and once done release ctrl.

One more alternative for a similar purpose is

To select non-adjacent cells in Extended mode. Press F8 to active Extended mode to shut off extended mode by pressing the Shift and F8 keys on the keyboard together.

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

When you do that, column width dialogue box opens allowing you 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?

It will insert a new row(blank row) above the row which you selected the row. In below page is the example I right click on 8<sup>th</sup> row and select insert so that selected one is moved down Johnson and a new blank row above that row is inserted.

A8 Johnson

	A	B	C	D
1	Ronak_inuron_POC			
2	Sales Person	No. Customers	Net Sales	Profit / Loss
3	Joseph	8	1,592	563
4	John	8	1,088	397
5				753
6				923
7				579
8	Johnson	10	1,540	570
9			1,316	428
10			1,799	709
11			1,624	621
12			726	236
13			2,277	966
14			714	221
15			2,682	1,023
16		105	20,781	
17				
18				
19				
20				
21				
22				
23				

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B I

Cut

Copy

Paste Options:

Paste Special...

Insert

Delete

Clear Contents

Format Cells...

Row Height...

Hide

Unhide

	A	B	C	D	E
1	Ronak_inuron_POC				
2	Sales Person	No. Customers	Net Sales	Profit / Loss	
3	Joseph	8	1,592	563	
4	John	8	1,088	397	
5	Josh	8	1,680	753	
6	Jamie	9	2,133	923	
7	Jackie	10	1,610	579	
8					
9	Johnson	10	1,540	570	
10	Jonathan	7	1,316	428	
11	Jagjit	7	1,799	709	
12	Jairam	8	1,624	621	
13	Jessy	6	726	236	
14	Javed	9	2,277	966	
15	Jimmy	6	714	221	