Advance Excel Assignment 3

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

Ans.

If you need to sum a column or row of numbers, let Excel do the math for you. Select a cell next to the numbers you want to sum, click AutoSum on the Home tab, press Enter. When you click AutoSum, Excel automatically enters a formula (that uses the SUM function) to sum the numbers.

2. What is the shortcut key to perform AutoSum?

Ans.

What is the Autosum Excel Function? The Autosum Excel function can be accessed by typing ALT + the = sign in a spreadsheet, and it will automatically create a formula to sum all the numbers in a continuous range. This function is a great way to speed up your financial analysis.

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

Ans.

To turn off the notification "Formula Omits Adjacent Cells" you're getting, kindly 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 that omit cells in a region.
4. Click OK.

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

Ans.

The easiest way to select non-adjacent ranges is by using the mouse (along with the keyboard).

Below is how to select two non-adjacent range of cells:

1. Click on the first cell that you want to be selected. This will now become the active cell
2. Hold the Control key on your keyboard
3. Left-click on the mouse and drag to make the selection
4. Leave the mouse click. At this point, you would have a selection. Continue to hold the Control key
5. Place the cursor on the second cell/range that you want to select

6. Left-click on the mouse and drag to make the selection

7. Leave the mouse click. This would select two non-contiguous ranges of cells.

8. Release the Control key

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

Ans.

The contents of the first cell in the selected column will be replaced with the letters 'O-C-W'.

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

Ans.

The new row will appear above the selected row.