

## **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, and you're done. 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:** The Autosum Excel Function[1] 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.

### **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:**

- 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: Select cell contents in Excel:**

- Click on a cell to select it. Or use the keyboard to navigate to it and select it.

- To select a range, select a cell, then with the left mouse button pressed, drag over the other cells. ...
- 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:** The 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?**

- **ANS:** In the first cell of the range that you want to number, type =ROW(A1). The ROW function returns the number of the row that you reference. For example, =ROW(A1) returns the number 1.
- Drag the fill handle. across the range that you want to fill.

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