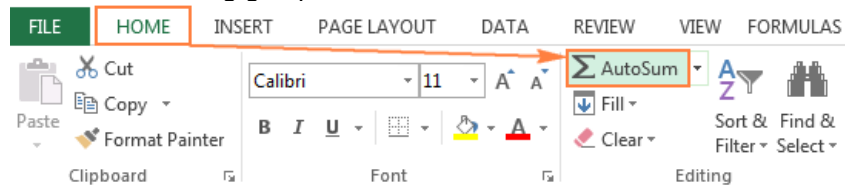# Advance Excel Assignment 3
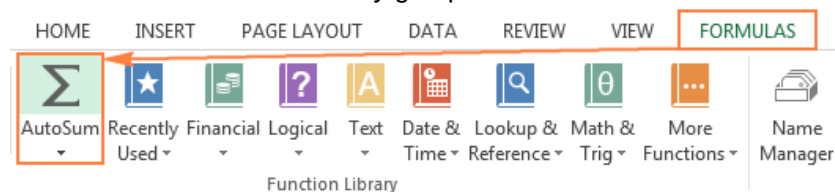
1. How and when to use the AutoSum command in excel?

->The AutoSum button is available in 2 locations on the Excel ribbon.

1. *Home* tab > *Editing* group > *AutoSum*:

2. *Formulas* tab > *Function Library* group > *AutoSum*:

How to AutoSum in Excel

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

To use AutoSum in Excel, just follow these 3 easy steps:

1. Select a cell next to the numbers you want to sum:
   - To **sum a column**, select the cell immediately below the last value in the column.
   - 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 (B2:B6 in this example):
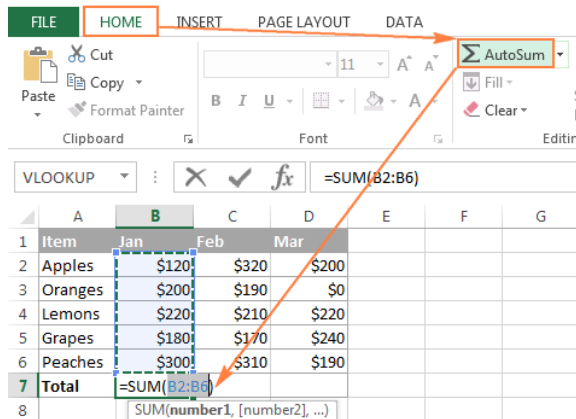
In most cases, Excel selects the correct range to total. In a rare case when a wrong range is selected, you can correct it manually by typing the desired range in the formula or by dragging the cursor through the cells you want to sum.

Tip. To **sum multiple columns or rows** at a time, select several cells at the bottom or to the right of your table, respectively, and then click the *AutoSum* button. For more details, please see How to use AutoSum on more than one cell at a time.

3. Press the Enter key to complete the formula.

Now, you can see the calculated total in the cell, and the SUM formula in the formula bar:

2. What is the shortcut key to perform AutoSum?

If you one of those Excel users that prefer working with the keyboard rather than the mouse, you can use the following **Excel AutoSum keyboard shortcut** to total cells:

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?

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**.

☑ Formulas which omit cells in a region ⓘ

4.Click **OK**.

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

If you need to select non-adjacent cells that are not in a contiguous range, you can do so using the Ctrl key:

1. Click on the first cell you want to select.

2. Hold down the Ctrl key.

3. Click on each individual cell to be selected.

4. When done, release the Ctrl key.

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

->A dialog box to change column width appears on the screen.

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

->A new row is added above the selected row.