**Advance Excel Assignment – 3**

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

Ans: Whenever we need to sum a single range of cells, whether, in a column or row, or several adjacent columns or rows, we can use this Excel AutoSum function. This function automatically inserts an appropriate SUM formula for the selected range and gives the sum results quickly. Auto Sum will eliminate the need for manual calculation or manual formula entry and directly give the result.

* First, Select the cell next to the numbers you want to sum.
* Click the AutoSum button on either the Home or Formulas tab.
* This will insert the SUM formula immediately for the range of cells.
* Press the Enter key to complete the formula. Now, we can see the calculated total in the selected cell, and the SUM formula in the formula bar.

2. What is the shortcut key to perform AutoSum?

Ans: The shortcut key for AutoSum in Excel is **Alt + =**

It will insert a sum formula and then press the **Enter** button to complete the calculation.

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

Ans: The “Formula Omits Adjacent Cells” error in Excel is a warning that appears when Excel thinks you might have missed some cells in your formula. This often happens when you’re using functions like SUM, AVERAGE, COUNT, and others. In other words, Excel says you better recheck your formula for any missing or extra cells.

Usually, we can find a yellow error icon and a green flag to the top left of the cell containing the sum (or other operations value) for List.

Here are some ways to fix this error:

* **Change formulas to include adjacent cells** - Adjust your formulas to include the cells that Excel thinks you’ve missed.
* **Remove unused values** - If you don’t want to include certain cells in your calculation, you can remove their values. However, these may not some very practical ways to get rid of this error.
* **Ignore the error to remove the green triangle** - If you’re sure your formula is correct and you want to ignore the error, you can do so. This will remove the green triangle that appears with the error.
* **Turn off the notification** - You can also turn off the “Formula Omits Adjacent Cells” notification and Permanently remove the green triangle for this error by following these steps-
  + - Open Excel and click on File.
    - Go to Options and then select Formulas.
    - Look for Error checking rules and uncheck “Formulas which omit cells in a region”.
    - Then click OK.

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

Ans: To select non-adjacent cells in Excel 2016, we can use the following methods:

* **Using the Mouse and Keyboard** -
  + Click on the first cell you want to select.
  + Hold down the Ctrl key on your keyboard.
  + Now, Left-click on each individual cell or range of cells you want to select.
  + Release the Ctrl key when you are done with selecting cells.
* **Using Only the Keyboard -**
* Select the first cell you want to select.
* Press the F8 key to lock the active cell and put your system in the ‘Extend Selection’ mode.
* Use the arrow keys to make the selection range of cells.
* Now, Hold the Shift key and press the F8 key. This removes the ‘Extend Selection’ mode and changes it to ‘Add or Remove Selection’.
* Use the arrow keys to move to the next cell you want to select.
* Press the F8 key again to add the new cell to your selection.
* Repeat the above 3rd, 4th, and 5th steps to select additional non-adjacent cells or range of cells.
* **Using the Name Box -** 
  + Click on the Name Box. This will place the cursor in the name box.
  + Enter the different cells/ranges that you want to select (separated by a comma when selecting multiple cells or ranges).
  + Hit the Enter key.

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

Ans: If we choose a column, hold down the Alt key, and press the letters o c w in quick succession then the column width dialogue box will open. This will allow us to set the exact 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: The new row will added above the row we selected.