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.

It can be used when the number of columns is large to select.

1. What is the shortcut key to perform AutoSum?

Ans. Hold CTRL and press ‘=’ sign to perform AutoSum. (CTRL+=)

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

Ans. Step1: Click on file.

Step2: Go to option and then select formulas.

Step3: Look for error checking rules and uncheck Formulas which omit cells in a region.

Step4: Click OK.

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

Ans. Step1: Click a cell it becomes the active cell.

Step2: Press and hold CTRL key on keyboard.

Step3: Click the rest of the cells you want to highlight.

Step4: Once the desired cells are highlighted, release the CTRL key.

Step5: Do not click anywhere else with the mouse pointer once you release the CTRL key or you will clear the highlight from the selected 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. Above the row you selected.