
Advance Excel Assignment 3

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

A function in a spreadsheet program that inserts a formula in the selected cell that adds the numbers in the column above it. It sets the range of cells by looking for numeric data above the selected cell. 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).

2. What is the shortcut key to perform AutoSum?

AutoSum is a fast, easy way to add up multiple values in Excel. You can access the AutoSum command from either the Home tab or the Formulas tab, but there is a keyboard shortcut that makes it even faster: Alt+=.

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

Check off the following first before you proceed:

First, check to make sure that your formula includes all of the necessary parts. If you are working with a small data set, try to identify any empty cells and delete them.

1. Uncheck formulas that omit cells
Launch your Excel sheet and then click on File.
Navigate to Options and then select Formulas.
Look for Error checking rules and uncheck Formulas which omit cells in a region.
Click OK.
2. Switch from absolute to relative reference
Open the Excel sheet and select the cell that contains the formula.
Navigate to the formula bar at the top and press F4 until you get the relative reference option.
Absolute and relative references in Excel formulas are two ways to refer to cells in your spreadsheet.
They both have their purpose, and sometimes you may find yourself using them interchangeably.

Absolute cell references are the default in Excel. However, there are times when using an absolute reference is not the best option. This type of notation is not always intuitive because it does not take into account

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

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?

If you choose a column, hold down the Alt key and press the letters ocw in quick succession 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?

Click anywhere in the row below where you want to insert the new row. Right-click and choose Insert from the shortcut menu.

Insert Option on Shortcut Menu
The Insert dialog box opens.

Insert Dialog Box
Choose Entire Row.
Click OK.

A new row is inserted above the cell(s) you originally selected.


