Advance Excel Assignment 3

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

2. What is the shortcut key to perform AutoSum?

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

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

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

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

Ans:
1. The AutoSum command in Excel is used to quickly add up a range of cells. You can use it when you want to sum a column or row of numbers without manually typing the formula. To use AutoSum, select the cell where you want the sum to appear, then click on the AutoSum button (Σ) in the Editing group on the Home tab. Excel will automatically select what it thinks is the range you want to sum, but you can adjust this selection if needed. Press Enter to apply the sum.

2. The shortcut key to perform AutoSum in Excel is Alt + = (equals sign). Pressing

Alt + = will automatically insert the AutoSum function into the selected cell, summing the range above it (if there's data).

3. To get rid of a formula that omits adjacent cells and replace it with the actual values, you can copy the cells containing the formula, then use the "Paste Special" function to paste only the values. Select the cells with the formulas, press Ctrl + C to copy, right-click on the same selection, choose "Paste Special," then select "Values" and click "OK."

4. To select non-adjacent cells in Excel 2016, hold down the Ctrl key while clicking on each cell you want to select. This allows you to select multiple individual cells that are not next to each other.

5. When you choose a column, hold down the Alt key, and press the letters "ocw" in quick succession, Excel performs the following actions:

   - "o": Orders the data in ascending order.

   - "c": Clears the filter for the selected column.

   - "w": Wraps the text within the selected cells.

6. If you right-click on a row reference number (e.g., "1," "2," "3," etc.) and click on "Insert," the row will be added above the row you right-clicked on. For example, if you right-clicked on row 5 and selected "Insert," a new row would be inserted above row

5, shifting the existing rows downward.