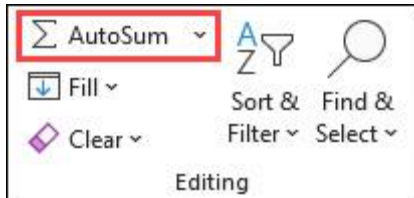


# Advance Excel Assignment 3

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

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.



Autosum is a very handy tool in Excel to sum cells very fast. Autosum adds up a range of numbers automatically and places the result in a nearby cell. To perform Autosum, click a nearby cell and click Autosum on the Home tab and press Enter.

2. What is the shortcut key to perform AutoSum?

Alt+= is the shortcut key to perform AutoSum using sum function

Or

Press the follow keys in sequence

H - to select Home ribbon

U - to select AutoSum

And then select any one of the following

S – Sum

A – Average

C – Count

M – Max

I – Min

F – More functions

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

Just using absolute cell references with the \$ sign and this warning will go away.

If you want hide this error

Look for Error checking rules and uncheck Formulas which omit cells in a region, in options>formulas.

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

Selecting Non-Adjacent Cells with a Mouse:

Along with your mouse, you also need the computer keyboard to select one or more rows and columns.

1. Click on the cell.
2. Press the Control key on the keyboard. Keep holding it down while you are selecting cells.
3. Hold the left-click button on the mouse and drag it to the cells you want to select.

Keep repeating these steps for each cell. It's an easy way to select non adjacent cells.

#### Selecting Non Adjacent Cells with a Keyboard:

Using your keyboard and mouse to select cells is the easiest method. You can also lose the mouse and only use your keyboard. If you want to know how to select non-adjacent cells in the online excel app, this is the best method. You may not be using a mouse if you are working on a mobile device.

Using only a keyboard takes a few more steps than with a mouse. Don't worry. It's still easy to select non adjacent cells.

1. Use the pad or arrow keys on your keyboard to move the cursor to the cell. Now it is the active cell.
2. Hold down the F8 key; it's at the top of your keyboard. Check your status bar it should read Extend Selection.
3. Use the arrow keys on the keyboard to select single cells, rows, and columns. Pressing the F8 key activated the Extend Selection mode, so you automatically have a selection of the adjacent cells.
4. When you are done using the Extend Selection mode, simultaneously hold the F8 and shift keys down. Now, you are back in Add or Remove Selection mode. You can add cells, delete them, and make other edits.

When you want to select another cell, repeat the four steps. Don't forget to turn off Extend Selection. Leaving it on may prevent you from making any edits or adding new cells to the sheet.

Using the above four steps, you can select two non-adjacent cells at a time.

#### Selecting Non Adjacent Cells with the Name Box

When you want to [select one or more cells](#) and don't have a mouse, you can use the Name Box. It only works in Excel, but it's a quick and easy method when you are selecting non adjacent cells.

The Name Box is to the left of the formula bar. It's visible, so it's easy to find.

A handy tip, using the Name Box is the fastest method when you know the name of the cell you want to select. If you don't know the name, it's easier to use the mouse and keyboard.

1. Click the Name Box tab. It opens the dialogue box and moves the cursor inside. Now, you can type in the name of the cell.
2. You can enter the names of one or more cells. If you are searching for multiple cells, separate the names with a comma.
3. Press the Enter key.

Pressing Enter automatically brings up and selects the specified cells. The last cell entered into the Name Box is the active one. It's something you want to remember.

Sometimes, you don't know the name of the cells you want. You can use the Name Box to search for ranges of non adjacent cells.

When you are naming your cells, keep a list or the ranges simple. Naming a range of cells Data 1, Data 2, etc., makes it easier to select them using the Name Box.

5. What happens if you choose a column, hold down the Alt key and press the letters ocw in quick succession?  
Alt + O C W is shortcut to change Column Width (old windows)
6. If you right-click on a row reference number and click on Insert, where will the row be added?  
Row will be added above the select reference row