Advance Excel Assignment 3

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

Ans:-Autosum is found under Home button as well as it is available in Formulas command.

To implement the autosum function first select the cells on which autosum is to be applied and then click Autosum,whicg automatically gives the sum of the cells above it.

1. What is the shortcut key to perform AutoSum?

Ans:- The shortcut key to perform Autosum is ALT+=.

It inserts the sum function in the active cell by referring to the range that’s above it.

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

Ans:-To get rid of Formula that omits adjacen cells one need to uncheck Error checking option.

This option is available under main menu of FORMULAS,an option of ERROR CHECKING is available,click on the drop down and uncheck it in the cells it is omitted.

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

Ans:-Non adjacent cells in Excel can be selected by using the cltrl button +the desired cells we want to select.

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

Ans:-When we choose a column ,hold down with Alt key and press OCW a new pop up comes with the name of column width?.Below it displays the present width,the column width can be adjusted as per the requirement.

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

Ans:-When on a particular row reference number if we right click and insert a new row.The new row gets added above the old or previous row ie New row is always on the the top of old row.