

# Advance Excel Assignment 3

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

Whenever you need to sum a single range of cells, whether a column, row or several adjacent columns or rows, you can have Excel AutoSum to automatically make an appropriate SUM formula for you.

To use AutoSum in Excel, just follow these 3 easy steps:

Select a cell next to the numbers you want to sum:

To sum a column, select the cell immediately below the last value in the column.

To sum a row, select the cell to the right of the last number in the

Click the AutoSum button on either the Home or Formulas tab.

Press the Enter key to complete the formula.

Apart from adding cells, you can use Excel's AutoSum button to insert other functions, such as:

AVERAGE - to return the average (arithmetic mean) of numbers.

COUNT - to count cells with numbers.

MAX - to get the largest value.

MIN - to get the smallest value.

All you need to do is select a cell where you want to insert a formula, click the AutoSum drop-down arrow, and choose the desired function from the list.

## 2. What is the shortcut key to perform AutoSum?

“Alt” + “=” (equal sign)

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

The Excel formula omits adjacent cell errors that can occur with mathematical or statistical functions, such as SUM, AVERAGE, COUNT, MIN, and MAX.

This error appears when there are cells with similar values to the one you chose that are not selected. Excel recognizes it as an error and symbolizes it with a little triangle.

There are a few ways to make this error disappear.

Change formulas to have the correct range

Remove values from unselected cells

Click the ignore error option. You have to do it for each formula.

Getting rid of this error permanently

So far this error will appear until we tweak or work or click each example to ignore this error. But if you want to do this permanently and you don't want Excel to inform you about this type of error, you can change it inside options.

To do it, go to File >> Options >> Formulas.

On the right side, under Error-checking rules uncheck the field called Formulas which omits cells in a region. After you make this change, Excel will stop irritating you with this error message.

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

By Holding 'Shift' + "UP Arrow" - we can select and move upwards

By Holding 'Shift' + "Down" Arrow" - we can select and move downwards

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

Alt + OCW: Changes column width

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

It inserts a row above the selected reference row...