Advance Excel Assignment 3

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

AutoSum commands are used when we want the sum values of multiple rows and multiple columns at once. And it can be performed by two options

1. on home tab, in editing group click AutoSum
2. simply press key ALT+ =
3. What is the shortcut key to perform AutoSum?

ALT + =

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

This error occurs when we have function like the sum function and are not including all the possible cell in the calculation.

It Can be rid by right-click on exclamation mark icon then click “Ignore error.”

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

Non-adjacent cell can be select by using control key, using function key(F8), using name box, using Go-to option in find and select/ shortcut key is CTRL+ H and using Find option by typing the similar values.

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

It will open column width dialogue box opens allowing you to set the exact width of the column.

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

Above the row we selected.