**Advance Excel Assignment 3**

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

Ans: To use the AutoSum command in Excel:

* Select the cell where you want the result of the formula to appear.
* On the Home tab, in the Editing group, click the AutoSum button.
* Excel will automatically select the cells directly above and to the left of the active cell. If these cells contain numbers, Excel will suggest a formula using the SUM function to add them.
* If the suggested cells are correct, simply press Enter to complete the formula. If the suggested cells are not correct, you can manually select the cells you want to include in the formula, or you can type the formula directly into the formula bar.

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

**Ans:**

To use the AutoSum function in Excel using a keyboard shortcut, you can press the following key combination

On Windows: ALT + =

On Mac: Control + Shift + =

When you use the AutoSum keyboard shortcut, Excel will automatically select the cells directly above and to the left of the active cell and suggest a formula using the SUM function to add them. If the suggested cells are correct, simply press Enter to complete the formula. If the suggested cells are not correct, you can manually select the cells you want to include in the formula, or you can type the formula directly into the formula bar.

Keep in mind that the AutoSum keyboard shortcut is only for the SUM function. If you want to use a different function, such as AVERAGE, MAX, or MIN, you can still use the AutoSum command by clicking the AutoSum button on the Home tab and selecting the desired function from the drop-down menu.

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

**Ans:**

If you have a formula in Excel that is omitting adjacent cells, there are a few steps you can try to fix the problem:

Check the cell references in your formula: Make sure that the cell references in your formula are accurate and that you are not accidentally excluding any cells.

Check the cell formatting: If you are using a formula that references a range of cells and some of those cells are formatted as text, the formula may skip over them. To fix this, you can try selecting the cells that are causing the problem and formatting them as numbers using the General format.

Check for errors in your formula: Make sure that there are no errors in your formula that could be causing it to skip over certain cells. To check for errors, you can use the error-checking tools in Excel or manually check the formula for mistakes.

Check for hidden rows or columns: If you have hidden rows or columns in your worksheet, the formula may be skipping over them. To fix this, you can unhide the rows or columns by selecting them and clicking the "Unhide" button on the Home tab.

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

**Ans:**

To select non-adjacent cells in Excel 2016:

1. Select the first cell or range of cells you want to include in your selection.
2. Hold down the Ctrl key on your keyboard.
3. Click on the additional cells or ranges you want to include in your selection.
4. This will allow you to select multiple, non-adjacent cells or ranges at the same time. You can then perform actions such as formatting, copying, or pasting on all of the selected cells at once.

Alternatively, I can also use the mouse to select non-adjacent cells by dragging the cursor over the desired cells while holding down the Ctrl key.

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

**Ans:**

If you choose a column in Excel, hold down the Alt key, and press the letters "O", "C", and "W" in quick succession, you will open the "Column Width" dialog box.

In this dialog box, you can enter a specific width for the selected column in points. One point is equal to 1/72 of an inch, so a column width of 72 points would be one inch wide.

By default, Excel sets the column width to the width of the longest entry in the column. However, you can adjust the column width manually to make the column wider or narrower as needed.

To use the "Column Width" dialog box, follow these steps:

Select the column or columns you want to adjust the width for.

Hold down the Alt key and press the letters "O", "C", and "W" in quick succession.

In the "Column Width" dialog box, enter the desired width in points and click "OK".

Keep in mind that you can also adjust the column width by dragging the right border of the column header. Simply hover your mouse over the border until it turns into a double-headed arrow, then click and drag to adjust the width.

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

**Ans:**

If you right-click on a row reference number in Excel and click "Insert", a new row will be added above the selected row.

For example, if you have a worksheet with data in rows 1 through 10, and you right-click on row 5 and click "Insert", a new row will be added between rows 4 and 5, and all of the rows below row 5 will be moved down by one. The data in the new row will be blank, and you can enter new data or formulas into the cells as needed.

Keep in mind that you can also insert multiple rows at once by selecting multiple rows before right-clicking and selecting "Insert". You can also use the "Insert" option on the Home tab to insert rows or columns, or you can use the keyboard shortcut Ctrl + Shift + + (on Windows) or Command + Shift + + (on Mac) to insert a new row above the active cell.