EXCEL SPREADSHEET ASSIGNMENT-3

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

ANS-1. 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. When you click AutoSum, Excel automatically enters a formula (that uses the SUM function) to sum the numbers.

QUES-2. What is the shortcut key to perform AutoSum?

ANS-2. ALT+=

1. Step 1: place the cursor below the column of numbers you want to sum (or to the left of the row of numbers you want to sum).
2. Step 2: hold down the Alt key and then press the equals = sign while still holding Alt.
3. Step 3: press Enter.

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

ANS-3.

1. Open Excel and then click on File.
2. Go to Options and then select Formulas.
3. Look for Error checking rules and uncheck Formulas which omit cells in a region.
4. Click OK.

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

ANS-4. The Find & Replace function works with Windows and Mac, though you may use different commands depending on the operating system.

1. Select the data range.
2. Press down on the Control and F keys simultaneously. ...
3. A dialogue box will open with two options, Find and Find What. ...
4. Click the Find All tab. ...
5. Press the Control and A keys.

QUES- 5. **What happens if you select a column, hold down the Alt key and press the letters ocw in quick succession?**

ANS-5. The column width dialogue box opens allowing you to set the exact width of the column.

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

be added?

ANS-6.  The new row will appear above the selected row.