

Excel Assessment 3

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

Ans 1 – AutoSum function adds together a range of cells and displays the total in the cell below the selected range.

To use this command, we can select the AutoSum button present in the menu bar

Or we can press the shortcut key Alt + = from our keyboard.

Que 2 – What is the shortcut key to perform AutoSum?

Ans 2 – The shortcut key to perform AutoSum is Alt + the =.

Que 3 – How do you get rid of Formula that omits adjacent cells?

Ans 3 – Open Excel and then click on File.

Go to Options and then select Formulas.

Look for Error checking rules and uncheck Formulas which omit cells in a region.

Click OK.

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

Ans 4 – to select non-adjacent cells **hold ctrl and select the cells.**

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

Ans 5 – it will open a dialogue box from which we can change the column width as required.

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

Ans 6 – A new row will be inserted above the selected row reference.