Advance Excel Assignment 3

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

Ans: The Autosum Excel Function[1] can be accessed by typing ALT + the = sign in a spreadsheet, and it will automatically create a formula to sum all the numbers in a continuous range. This function is a great way to speed up your financial analysis. It allows you to easily add up a series of numbers either vertically or horizontally without having to use the mouse or even the arrow keys on the keyboard!

If we need to sum coloumn or row of a numbers then we have to use AutoSum.

Working:

The Autosum Excel shortcut is very simple – just type two keys:

ALT =

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).

Step 2: hold down the **Alt** key and then press the equals = sign while still holding Alt.

Step 3: press Enter.

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

Ans: ALT + the = sign in spreadsheet is the shortcut key to perform AutoSum?

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

Ans: Formula:
=IF(AND(N3=1,ISNUMBER(D3),ISNUMBER(E3)),SUM(D3:E3)-2,IF(AND(N3=1,D3="",E3=""),G3,IF(N3=1,"",IF(AND(N3=0,ISNUMBER(D3)),D3-1,IF(AND(N3=0,ISNUMBER(E3)),E3-1,IF(AND(N3=0,D3="",E3=""),G3,IF(N3="","",G3)))))))

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

Ans:

1. Click on the first cell that you want to be selected. This will now become the active cell

2. Hold the Control key on your keyboard

3. Left-click on the mouse and drag to make the selection

4. Leave the mouse click. At this point, you would have a selection. Continue to hold the Control key

5. Place the cursor on the second cell/range that you want to select

6. Left-click on the mouse and drag to make the selection

7. Leave the mouse click. This would select two non-contiguous range of cells.

8. Release the Control key

5. What happens if you choose a column, hold down the Alt key and press the letters

ocw in quick succession?

Ans The column width dialogue box opens allowing you to set the exact width of the column.

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

be added?

Ans On that reference number row will be added.