

# Advance Excel Assignment 3

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

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.

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

Alt + =

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

- 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.

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

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?**

Alt+ocw will launch the Row Height dialogue box.

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

If you right-click on a row reference number in Excel and choose "Insert," a new row will be added above the row that corresponds to the row reference you right-clicked on.

