Advance Excel
Assignment 3

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

ANS: If We need to sum a column or row of numbers then we use autosome.

we can use autosum <<< Select a cell next to the numbers you want to sum, click AutoSum on the Home tab, press Enter

2. What is the shortcut key to perform AutoSum?

ANS: Place the cursor below the column of numbers you want to add, or to the right of a row of numbers.

Press and hold down the Alt key, and then press the = (equals) key.

The sum, or total, appears below the last entry in the column or next to the last entry in the row.

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

ANS: 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?

ANS: To select non-adjacent cells and cell ranges, hold Ctrl and select the cells.

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

ANS: will resize column widths to fit their contents.

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

ANS: Click the Insert command on the home tab. The new row will appear above the selected row.