Advance Excel Assignment 3

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

To use the Autosum Commed in Excel Select a cell next to the numbers that want to sum, click AutoSum on the Home ribban, press Enter, and 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?

To turn off the notification "Formula Omits Adjacent Cells" you're getting, kindly follow the steps below:

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.

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

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

In order to copy or move the worksheet into the other workbook, first open both workbooks then go to the workbook that the worksheet do you want to copy or move, Right click the worksheet do you want to move or copy >move or copy>To book:(Select the Workbook that where you want to move or copy)>Before a sheet > mark “Create a copy” (If you want to copy the worksheet).

CTRL+N key is used as shortcut for opening a new window document.

After the opening Excel interface, the things can be noticed are listed here:

* **Worksheet control buttons** (top right corner):

Worksheet control buttons has maximize, minimize/restore and close buttons.

* **Title bar:**

Title bar displays the name of the workbook.

* **Quick Access Toolbar:**

The Quick Access Toolbar is a customizable toolbar that contains a set of commands that are independent of the tab that is currently displayed.

* **Ribbon:**

The Ribbon is the strip of buttons and icons, organized into TABS. The Ribbon has many buttons like Home, Insert, and Page Layout.

* **Name box:**

Name box show the name of the active cell.

* **Formula bar:**

The formula bar allows you to enter and edit data in the worksheet.

* **Column number**
* **Row number**
* **Worksheet window**:

The worksheet window contains the open, active worksheet.

* **File Button**
* **Worksheet tabs**
* **Scroll bars**

Relative references are especially convenient whenever you need to repeat the same calculation across multiple rows or columns.