Advance Excel Assignment 3

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

To use the AutoSum Command in Excel Select a cell next to the numbers that want to sum, click AutoSum on the Home ribbon, 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 are 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

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

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?

New row will be added above the existing row.