**Excel Assignment Solution-3**

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

Solution: AutoSum command in excel is used to sum numbers. 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 are done.

* When we click AutoSum, excel automatically enters a formula (that uses the SUM function) to sum the numbers.

1. What is the shortcut key to perform AutoSum?

Solution: Shortcut key to perform AutoSum:

Alt + =

1. How do you get rid of the formula that omits adjacent cells?

Solution: Click on the top left triangle in the cell, there we get the option of Ignore Error, select this option to get rid of the formula that omits adjacent cells.

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

Solution: Select the first cell, now with the control key and left mouse button select non-adjacent cells in Excel.

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

Solution: Column width is shown and we are also able to change the selected column width if we want, when we choose a column, hold down the Alt key and press the letters, ocw in quick succession.

1. If you right click on row reference number and click on insert, where will the row be added?

Solution: If we right click on row reference number and click on insert, new row will be added above the selected row.