**Advance Excel Assignment 3**

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

Ans. **AutoSum** is a spreadsheet program function that adds together a range of cells. For example, if you wanted to add the values of cells between A1 and A5, click the AutoSum button. Creates the formula =SUM(A1:A5) in cell A6 and gives you the total of all the cells.

1. What is the shortcut key to perform AutoSum?

Ans. AutoSum keyboard shortcut is **“Alt + =”**

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

Ans. This error appears when there are cells with similar values to the one you chose that are not selected. Excel recognizes it with a little triangle.

There are a few ways to make this error disappear.

* Change formulas to have **A1** and **B1** cells included.
* Remove values from cells **A5** and **B1**.
* Click the ignore error option. You have to do it for each formula.

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

Ans. Non-adjacent cells can selected from different ways

## Select Non-Adjacent Cells Using the Mouse

## Select Non-Adjacent Cells Using the Keyboard

## Select Non-Adjacent Cells Using the Name Box

## Select Non-Adjacent Cells Using the Find and Replace

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

Ans. When we hold down the Alt key and press the letters OCW in quick succession, **Column Width** get appeared.

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

Ans. When right-click on a row reference number and click on Insert, **New row will be added above that selected row.**