**Advance Excel Assignment 3**

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

The AutoSum command in Excel is a quick and easy way to add up a range of numbers in a column or row. Here's how to use it:

1. Select the cell where you want the sum to appear.
2. Click on the "AutoSum" button in the "Editing" group on the "Home" tab of the Excel ribbon.
3. Excel will automatically select a range of cells that it thinks you want to sum, based on the data in the adjacent cells. You can adjust the range by clicking and dragging to select a different set of cells.
4. Once you have selected the range you want to sum, press "Enter" to complete the formula. The sum will appear in the selected cell.

**2. What is the shortcut key to perform AutoSum?**

Alt+=

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

If we have a formula in Excel that is omitting adjacent cells that you want to include, then follow bellow steps:

* Click on the cell that contains the formula you want to adjust.
* Look at the formula bar to see the range of cells that the formula is currently referencing. The range will be displayed after the "=" sign.
* Adjust the range of the formula to include the cells you want to include. You can do this by clicking and dragging to select the cells you want to include, or by typing the range directly into the formula bar.
* Press "Enter" to apply the new formula.

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

To select non-adjacent cells in Excel 2016, you can use the "Ctrl" key on your keyboard. Here's how:

* Click on the first cell you want to select.
* Hold down the "Ctrl" key on your keyboard.
* Click on the next cell you want to select. You should notice that the first cell remains selected.
* Repeat the process for all the cells you want to select.

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

If you choose a column in Excel, hold down the Alt key, and press the letters "ocw" in quick succession, Excel will hide the selected column.

This keyboard shortcut is an easy way to quickly hide a column that you don't need to see, without having to go through the Excel menus. To unhide a hidden column, you can select the columns on either side of the hidden column, then right-click and choose "Unhide" from the context menu. Alternatively, you can select the entire worksheet by clicking on the top-left corner of the worksheet where the row numbers and column letters intersect, then right-click and choose "Unhide" from the context menu.

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

If you right-click on a row reference number in Excel and click on "Insert," the new row will be inserted above the row that you right-clicked on.

For example, if you right clicked on the row reference number "3" and selected "Insert," a new row would be added between rows 2 and 3. The row that was previously numbered "3" would be renumbered as row "4," and all the rows below it would be renumbered accordingly.