**Advance Excel Assignment 3**

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

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're 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?**

The Autosum Excel Function can be accessed by typing ALT + the = sign in a spreadsheet, and it will automatically create a formula to sum all the numbers in a continuous range.

**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**.  
     
   [Image](https://filestore.community.support.microsoft.com/api/images/8e091f69-ee43-4c89-906c-966c2e513d23)
4. Click **OK**.

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

To select a range, select a cell, then with the left mouse button pressed, drag over the other cells. Or use the Shift + arrow keys to select the range. 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?**

The new row will be inserted above the selected row.