**Advance Excel Assignment 3**

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

**Ans**: Whenever you need to sum a single range of cells, whether a column, row or several adjacent columns or rows then ust Autosum.

If you want to sum values in several columns or rows, select all the cells where you want to insert the Sum formula, and then click the *AutoSum* button on the ribbon.

1. What is the shortcut key to perform AutoSum?

**Ans:** Alt + =

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

## Ans: go to File >> Options >> Formulas. On the right side, under Error checking

## rules uncheck the field called Formulas which omit cells in a region.

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

**Ans:** 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?

**Ans**: It shows column width window.

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

be added?

**Ans:** Row will be added over the reference number row.