**Advance Excel Assignment 3**

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

Ans: Tool in Excel that lets you make simple sums with a click, called AutoSum. You can find it in the home menu, and it has the symbol of letter sigma (Σ).

2. What is the shortcut key to perform AutoSum?

Ans: Alt+=

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

- Open Excel and then click on File.

- Go to Options and then select Formulas.

- Look for Error checking rules and uncheck Formulas which omit cells in a region.

- OK

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

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 contents of the first cell in the selected column will be replaced with the letters OCW

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

Ans: Insert a single row follow the procedure - Right-click the whole row above which you want to insert the new row, and then select Insert Rows. And for multiple rows: Select the same number of rows above which you want to add new ones. Right-click the selection, and then select Insert Rows.