**Advance Excel Assignment 3**

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

**Ans**- The AutoSum command quickly adds the value which comes to the range. We use this command AutoSum when we have to add the range of the value, or we want the quick sum of the value who is in the Columns or Rows. In order to perform the AutoSum, this are the following methods-

* Select the cell that you want to sum,
* Go to the home tab and then go to editing tolls where you can the see the AutoSum command
* Perform the AutoSum, If we are not selected the range it will automatically take the range if the range is right press ENTER and if you want to select the range according to your choice, select the range and then press the enter.

2. What is the shortcut key to perform AutoSum?

Ans- The shortcut key to perform the AutoSum in the Excel, First select the range of the cell that you want to the sum and press “**Alt+=”**  and we got the sum.

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

Ans- There are many ways by which we get rid of the formula that the omits the adjacent cells, but most common are the three methods by which you can do this. This are-

First, we have to select the Row or columns where you want to do to get rid of the formula.

* After the selected cell , Press “Delete” bottom . This is most common method we use.
* After the selected cell, Right click on the cell and use the “Clear contents”.
* After selected cell, **overwrite the new data**, This is also one of commonly
* These steps will help you remove the formula from a specific cell.

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

**Ans**- This is one of the important we need these methods very much, in order to select the non-adjacent, we fallow the following methods –

* First select the cell you want and press the Ctrl key,
* Then While holding the Ctrl key, Left key of the mouse where 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?

**Ans**- If you choose a column in Excel, hold down the Alt key, and press the letters O, C, and W in quick succession, you are using a keyboard shortcut to hide the selected column.

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

**Ans**-If you right-click on a row reference number in Excel and choose "Insert," the new row will be added above the selected row. This action shifts the existing rows down to make room for the newly inserted row. So, the row will be inserted above the row you right-clicked on.

