**Advance Excel Assignment 3**

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

**Ans: -** If you need to sum a column or row of numbers, select a cell next to the numbers you want to sum, click AutoSum on the Home tab top right corner and press Enter, Excel automatically enters a formula and fill answer.

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

**Ans: -** Alt + =

1. **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.
* Click OK.

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

**Ans: -** Click on the first cell you want to select and hold down the Ctrl key after that click on each individual cell to be selected.

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

**Ans: -** The contents of the first cell in the selected column will be replaced with the letters ‘O-C-W’.

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

**Ans: -** The Rows will be insert in above from selected row.

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