**ASSIGNMENT 3**

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

ANS 1: If We need to sum a column or row of numbers then we use autosome.

we can use autosum <<< Select a cell next to the numbers you want to sum, click AutoSum on the Home tab, press Enter

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

ANS 2: Place the cursor below the column of numbers you want to add, or to the right of a row of numbers.

Press and hold down the Alt key, and then press the = (equals) key.

The sum, or total, appears below the last entry in the column or next to the last entry in the row.

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

ANS 3: 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.

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

ANS4: 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?**

ANS 5: will resize column widths to fit their contents.

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

**be added?**

ANS6: Click the Insert command on the home tab. The new row will appear above the selected row.