**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, let Excel do the math for you. Select a cell next to the numbers you want to sum, click AutoSum on the Home tab, press Enter, and you're done. When you click AutoSum, Excel automatically enters a formula (that uses the SUM function) to sum the numbers.

1. What is the shortcut key to perform AutoSum?

Ans: Alt + =

AutoSum is a fast, easy way to add up multiple values in Excel. You can access the AutoSum command from either the Home tab or the Formulas tab, but there is a keyboard shortcut that makes it even faster: Alt + =.

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

Ans: To turn off the notification "Formula Omits Adjacent Cells" you're getting, kindly follow the steps below:

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: To select a range, select a cell, then with the left mouse button pressed, drag over the other cells. Or use the Shift + arrow keys to select the range. 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: Alt + OCW : Changes column width

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

be added?

Ans: It provides with Inserting cell of rows or columns wherever we want