Advanced Excel Assignment 3:

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

- AutoSum is a quick and easy way to sum up a range of numbers. It automatically detects adjacent cells with numeric values and sums them up. You can use it when you need to quickly calculate the total of a column or row of numbers.

- How to use it:

1. Select the cell where you want the total to appear.

2. Go to the Home tab on the Ribbon.

3. Click the AutoSum button (Σ symbol), or press Alt + = on the keyboard.

4. Excel will automatically select the adjacent numeric cells for summing; press Enter to confirm.

2. What is the shortcut key to perform AutoSum?

- The shortcut key to perform AutoSum is Alt + =. Pressing these keys together will automatically sum up the numbers in the selected range or adjacent cells.

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

- To get rid of the warning that Excel gives when a formula omits adjacent cells:

- Ignore the error: Click on the warning icon, then select Ignore Error.

- Include adjacent cells: If you need to include the adjacent cells in the formula, click the warning icon and choose Update Formula to Include Cells.

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

- To select non-adjacent cells:

1. Click on the first cell or range of cells you want to select.

2. Hold down the Ctrl key.

3. While holding Ctrl, click on additional cells or ranges of cells that you want to select.

4. Release the Ctrl key once all desired cells are selected.

5. What happens if you choose a column, hold down the Alt key, and press the letters `O`, `C`, `W` in quick succession?

- Pressing Alt + O + C + W in quick succession opens the Column Width dialog box, allowing you to manually set the width of the selected column(s).

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

- When you right-click on a row reference number and select Insert, a new row will be added above the row you originally clicked. All existing rows below the inserted row will shift down by one row.