**EXCEL ASSIGNMENT NO.3**

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

The AutoSum command in excel is used to apply the sum function in a cell in the faster manner. We can use the AutoSum function when we have to calculate the sum of all numerical values within the specific range of cells it’s easy and fast.

**SUM()** function is used to calculate the sum within the specific range.

Syntax: SUM(range) Example: SUM(A2:A10)

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

The shortcut key to perform the AutoSum is **ALT** and= user have to click them together

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

* Click on the file.
* Select options the Excel options dialog box will appear now select ‘Formulas’.
* In ‘Error checking rules’ uncheck the option ‘Formulas which omits cells in a region’.

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

* To select the non-adjacent cells first of all, select the cell.
* Once you click on it, this becomes the active cell in the sheet.
* By pressing and holding the ‘Ctrl Key’ select the cells you want to select. The user can select one by one (just by clicking on individual cells) or drag a mouse to select range of cells.
* Once all the desired cells are selected leave the ‘Ctrl key’.

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

If you choose, the column holds down the Alt key and press the letters ocw in quick succession then the column width dialog box will appear where we can change the column width for the chosen column.

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

If user right click on the row reference number and click on Insert, the row will be inserted just above that row.