**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.

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

Ans. Alt + =

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

Ans. Uncheck formulas that omit cells

Launch your Excel sheet and then click on File. Navigate 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?**

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

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

Ans. When you right-click on a row reference number in a spreadsheet application, such as Microsoft Excel or Google Sheets, and select "Insert," the new row will typically be added directly above the row you right-clicked on. In other words, the row reference number of the existing row will shift down by one, and the new row will take its place.

For example, if you right-clicked on row 5 and selected "Insert," a new row would be added above row 5, and the existing row 5 would become row 6. The new row would become row 5, shifting all the rows below it down by one position.