

# Advance Excel Assignment 3

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

The **AutoSum** command is used to quickly add up numbers in a column or row. It's particularly useful when you want to sum a range of numbers without manually typing the formula.

### How to use AutoSum:

1. Click on the cell where you want the sum to appear (usually right below or next to the numbers).
2. Go to the **Home** tab and click the **AutoSum** button ( $\Sigma$  symbol).
3. Excel will automatically select a range of numbers it thinks you want to sum. If it's correct, just press **Enter**.

### When to use AutoSum:

Use AutoSum when you have a column or row of numbers and you want to quickly calculate the sum without manually typing the formula.

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

To quickly use the **AutoSum** function, press **Alt + =** (Windows) or **Command + Shift + T** (Mac). This will automatically sum the range of numbers above or to the left of the selected cell.

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

If a formula is not including adjacent cells and you want it to:

1. **Edit the formula:** Click on the cell with the formula.
2. In the **Formula Bar**, manually adjust the range or reference to include the adjacent cells.
3. **Recalculate the formula:** After modifying the formula, press **Enter** to apply the change.

Alternatively, if you want to remove the formula completely and just keep the value:

1. Select the cell with the formula.
  2. Right-click and choose **Copy**.
  3. Right-click again and choose **Paste Values** to replace the formula with its result.
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## 4. How do you select non-adjacent cells in Excel 2016?

To select **non-adjacent cells** (cells that are not next to each other):

1. Click the first cell you want to select.
2. Hold down the **Ctrl** key (on Windows) or **Cmd** key (on Mac).
3. While holding the **Ctrl/Cmd** key, click on the other cells you want to select.

4. Release the key when you are done selecting the non-adjacent cells.

This will allow you to select multiple, non-contiguous cells.

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

When you press **Alt + O + C + W** in quick succession in Excel, it performs a series of keyboard shortcuts:

- **Alt + O** opens the **Format** menu.
- **C** selects the **Column Width** option.
- **W** allows you to enter a new width for the selected column(s).

So, **Alt + O + C + W** is a quick way to adjust the width of a column.

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## 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** (such as **1, 2**, etc.) and click **Insert**, Excel will add a **new row** directly **above** the selected row.

For example:

- If you right-click on row 5 and choose **Insert**, a new row will be inserted above row 5 (the new row will become row 5, and the old row 5 will shift down to row 6).