**Advance Excel Assignment 3**

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

1. If you need to sum a column or row of numbers we use autosum to get the total

Select a cell next to the numbers you want to sum, click AutoSum on the Home tab, press Enter, 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?**

A)ALT + =(Equals to)

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

A)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.

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

1. 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?**

* **Alt +O =**
* **Alt+C =**
* **Alt+W =**

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

**be added?**

1. Above the selected row