**Advance Excel Assignment 3**

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

To use the AutoSum command in Excel:

* Select a cell below or to the right of the data you want to sum.
* Click the "AutoSum" button (Σ) on the Excel toolbar.

Excel will automatically determine the range of cells to sum based on adjacent non-empty cells.

When to use AutoSum:

* AutoSum is useful when you need to quickly calculate the sum of a column or row of numbers without manually typing the formula.
* It's convenient for summarizing data and getting a quick total of numerical values in a range.
* Use it when you want to avoid the manual process of typing the SUM formula for each calculation.

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

The shortcut key to perform AutoSum in Excel is "**Alt + =**" (press and hold the Alt key, then press the equal sign key). This shortcut quickly inserts the SUM function and selects what Excel believes to be the appropriate range of cells to sum based on adjacent non-empty cells. It is a convenient way to calculate the sum of a column or row of numbers without having to use the mouse or type the formula manually.

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

To get rid of a formula that omits adjacent cells and convert it to a static value, follow these steps:

* Select the cell with the formula that omits adjacent cells.
* Press "Ctrl + C" to copy the cell.
* Right-click on the same cell, and from the context menu, choose "Paste Values."
* The formula will be replaced with the calculated value, and it will no longer omit adjacent cells.

Alternatively, you can use the "Paste Values" option from the "Home" tab in the Excel ribbon after copying the formula (Ctrl + C) to achieve the same result.

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

To select non-adjacent cells in Excel 2016, follow these steps:

* Click on the first cell you want to select.
* Hold down the "Ctrl" key on your keyboard.
* While holding "Ctrl," click on the other cells you want to include in the selection.
* Release the "Ctrl" key after selecting all the non-adjacent cells.

This allows you to create a non-contiguous selection of cells in Excel 2016. The selected cells will have a highlighted border to indicate the multiple selections. You can then perform various actions on the selected cells, such as formatting, copying, or applying functions.

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

If we choose a column in Excel, hold down the "Alt" key, and press the letters "o," "c," and "w" in quick succession, it will perform the following actions:

* **"o"**: This will open the "Format Cells" dialog box, allowing you to format the selected cells.
* **"c"**: This will select the "Font" tab within the "Format Cells" dialog box, where you can modify the font properties.
* **"w"**: This will select the "Font Style" drop-down menu within the "Format Cells" dialog box, allowing you to choose a font style.

In short, pressing **Alt + o + c + w** quickly will open the "Format Cells" dialog box, navigate to the "Font" tab, and select the "Font Style" drop-down menu, enabling you to modify the font style of the selected cells.

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

If you right-click on a row reference number in Excel and click on "Insert," the new row will be added above the row reference number you right-clicked on. In other words, the row will be inserted at the position of the selected row, pushing the existing rows down one position.