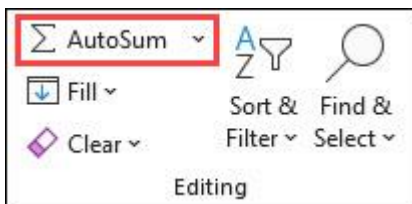# Advance Excel Assignment 3

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

   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?**
   The Autosum Excel Function can be accessed by typing ALT + the = sign in a spreadsheet, and it will automatically create a formula to sum all the numbers in a continuous range.

3. **How do you get rid of Formula that omits adjacent cells?**
   The Excel formula omits adjacent cells error can occur with mathematical or statistical functions, such as SUM, AVERAGE, COUNT, MIN, MAX.

   This error appears when there are cells with similar values to the one you chose that are not selected. Excel recognizes it as an error and symbolizes it with a little triangle.
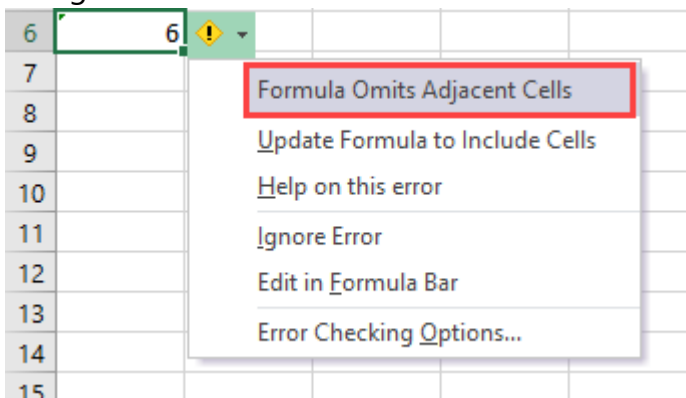

I will illustrate it using the following example.

In cells **A7**, **B7,** and C7 you have the SUM function, summing cells in each column. Notice, that in the B and C columns, not all similar values are selected. In the A column, you also don't have all cells selected (**A1**). But this is not the number type, so Excel understands it.

1. Change formulas to have **B5** and **C2** cells included.
2. Remove values from cells **B5** and **C2**.
3. Click the ignore error option. You have to do it for each formula.
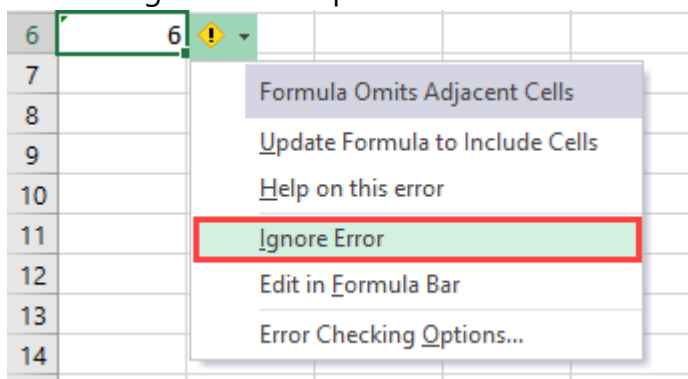
Getting rid of this error permanently
To do it, go to File >> Options >> Formulas.
On the right side, under **Error checking rules** uncheck the field called **Formulas which omit cells in a region**.
After you make this change, Excel will stop irritating you with this error message.

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

To select a range, select a cell, then with the left mouse button pressed, drag over the other cells. Or use the Shift + arrow keys to select the range. 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?**
   The column width dialogue box opens allowing you to set the exact width of the column.
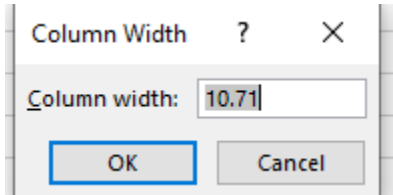
6. **If you right-click on a row reference number and click on Insert, where will the row be added?**

Row will be added to below.