**ADVANCE EXCEL ASSIGNMENT 3**

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

For adding the data (numbers) in any column or any row then the Auto sum function is used in excel.

Process: Select a cell next to the numbers we want to sum, click AutoSum on the Home tab, press Enter.

1. What is the shortcut key to perform AutoSum?

The shortcut to perform AutoSum in Excel is ‘Alt+=’.

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

* 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.

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

To select non-adjacent cells and cell ranges in MS Excel 2016 press Ctrl key and click the left click button.

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

Then the column width dialogue box opens allowing us to set the exact width of the column.

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

The row will be added on the same row reference number making rest of the data below it.