ADVANCE EXCEL ASSIGNMENT 3

1. **How and when to use the AutoSum command in excel?**
   Autosum is a handy tool to calculate the sum of a number of continuous rows or columns.
   To calculate the sum of a range of cells:-
   - Select the cell below or right to the set of columns or rows of which you want to calculate the sum respectively.
   - Just click the Σ Autosum option in editing section in Home tab or press Alt+=.
   - The range of cells that you need to find the sum will be automatically selected and just press Enter. The sum will be entered in the selected cell.

   The Autosum option can be used to make the calculation much faster than using sum function when the numbers to add belongs to a particular row or column in consecutive cells.

2. **What is the shortcut key to perform AutoSum?**
   The shortcut key to perform autosum is "Alt+=".

3. **How do you get rid of Formula that omits adjacent cells?**
   To get rid of the 'formula that omits adjacent cells' error, follow these steps:
   Go to File → Options → Formulas → Error checking rules → uncheck the error saying 'Formulas which omits cells in a region' → OK.

4. **How do you select non-adjacent cells in Excel 2016?**
   The following ways can be used to select non-adjacent cells:
   a. Select any one cell that you want to select and hold down the Ctrl key and select the other cells.
   b. Enter the name of cells you want to select in the call name tab by separating it with comma. This can be used when the number of cells to select is few.

5. **What happens if you choose a column, hold down the Alt key and press the letters ocw in quick succession?**
   If you choose a column, hold down the Alt key and press the letters ocw in quick succession, the column width dialogue box will be opened and we can adjust the column width by entering the desired value.

6. **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 and click on Insert, the row will be added above the row we selected.