**ASSIGNMENT 3**

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

The AutoSum command is used in Excel to quickly calculate the sum of a selected range of cells. To use AutoSum, first click on the cell where you want the sum to appear. Then, click the AutoSum button (usually located in the Editing group on the Home tab) or use the keyboard shortcut Alt + =. Excel will automatically select a range of cells it thinks you want to sum, which you can adjust as needed. Finally, press Enter to complete the formula.

**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 a formula that omits adjacent cells, you can either delete the formula entirely by selecting the cell containing the formula and pressing the Delete key, or you can adjust the formula to include the omitted cells. To do this, edit the formula by clicking on the cell containing the formula and then clicking in the formula bar at the top of the screen. Then, add the missing cells to the formula.

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

To select non-adjacent cells in Excel 2016, hold down the Ctrl key on your keyboard and click on each cell you want to select. You can also select non-adjacent rows or columns by clicking on the row or column headers while holding down the Ctrl key.

**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, Excel will hide the selected column. This keyboard shortcut can be useful for quickly hiding columns that you don't need to see, but may want to use again later.

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

If you right-click on a row reference number and click on Insert, Excel will add a new row above the selected row. For example, if you right-click on row 5 and select Insert, Excel will add a new row 5 and push the existing row 5 (and all subsequent rows) down by one row.