**Advance Excel Assignment 3**

**1)How and when to use the autosum command in Excel ?**

**Ans :-** 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. Here's an example.

2) **What is the shortcut key to perform autosum ?**

**Ans:-** Alt + =

AutoSum is a fast, easy way to add up multiple values in Excel. You can access the AutoSum command from either the Home tab or the Formulas tab, but there is a keyboard shortcut that makes it even faster: Alt + =.

**3) How do you get rid of formula that omits adjacent cell ?**

**Ans :- To turn off the notification "Formula Omits Adjacent Cells" you're getting, kindly follow the steps below:**

1. Open Excel and then click on File.
2. Go to Options and then select Formulas.
3. Look for Error checking rules and uncheck Formulas which omit cells in a region.
4. Click OK.

**4) how do you select non adjacent cells in Excel 2016 ?**

**Ans:-** To select non-adjacent cells and cell ranges, hold Ctrl and select the cells.

**5) what happen if you choose a column hold down the alt key and press the letters ocw in quick succession ?**

**Ans :-** When you select a column and press CTRL SHIFT and Plus (+) at the same time in MS Excel it adds a new column before the selected column. It is generally used when data is to be inserted in the middle of the table.

**6) if you right click on a row reference number and click on insert where will the row be added ?**

Ans :- To insert a single row: Right-click the whole row above which you want to insert the new row, and then select Insert Rows. To insert multiple rows: Select the same number of rows above which you want to add new ones. Right-click the selection, and then select Insert Rows.