**Assignment 3 Advance Excel**

Q.1.ans} 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.

Q.2.ans}ALT + the =

Q.3.ans} the notification "Formula Omits Adjacent Cells" you're getting, kindly follow the steps below:

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.

Click OK.

Q.4,ans} hold Ctrl and select the cells

Q.5.ans } column width adjust

Q.6.ans} The new row will appear above the selected row.