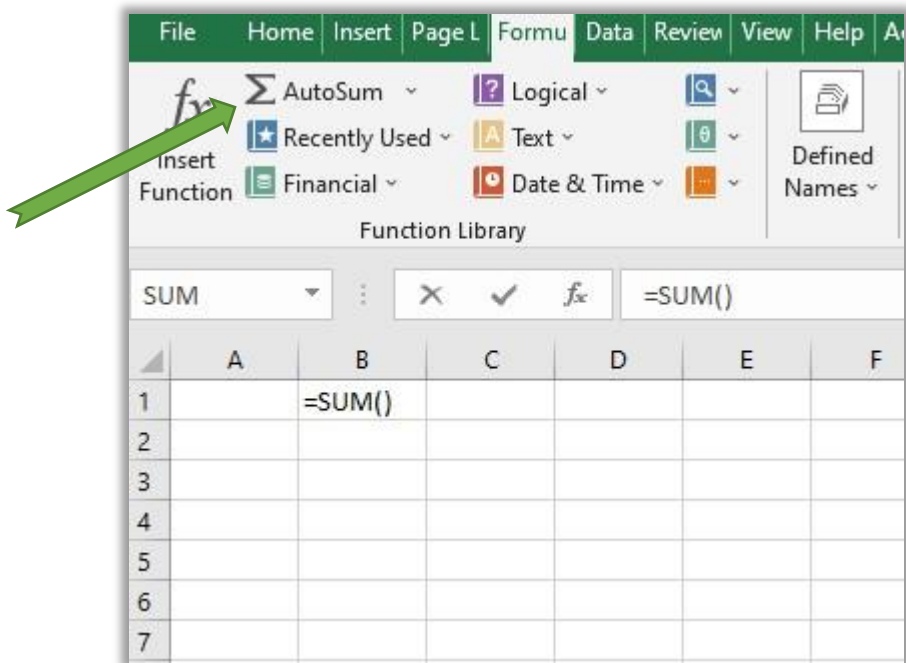# Advance Excel Assignment 3
(-By Lakshmi)

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

⇨ AutoSum is used to sum the range of cells and displays the total in the cell below the selected range.
Use this command either by pressing ALT + =
or select the AutoSum option from Formula Bar.

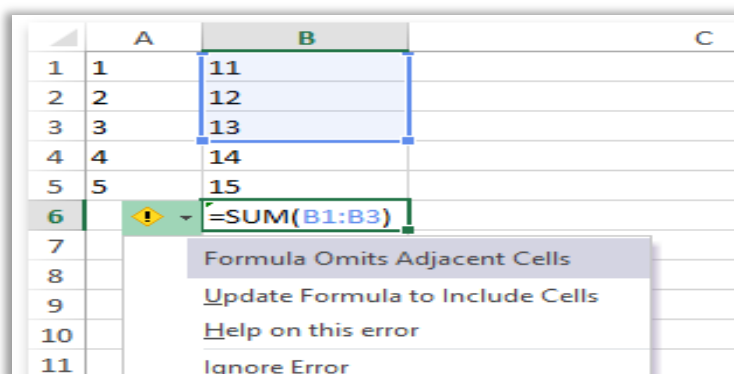2. What is the shortcut key to perform AutoSum?

⇨ ALT + =

3. 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.

Click OK.

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

⇨ # With your mouse, click the first cell you want to select.
   # Press and hold the Ctrl key on the keyboard.
   # Once the desired cells are highlighted, release the Ctrl key.

C9		fx	Tuesday	
	A	**B**	**C**	**D**
1	January	10	Monday	
2	February	20	Tuesday	
3	March	30	Wednesday	
4	April	40	Thursday	
5	May	50	Friday	
6	June	60	Saturday	
7	July	70	Sunday	
8	August	80	Monday	
9	September	90	Tuesday	
10	October	100	Wednesday	
11				

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

⇨ A dialogue box is appeared from which we can resize the column width to fits its contents.
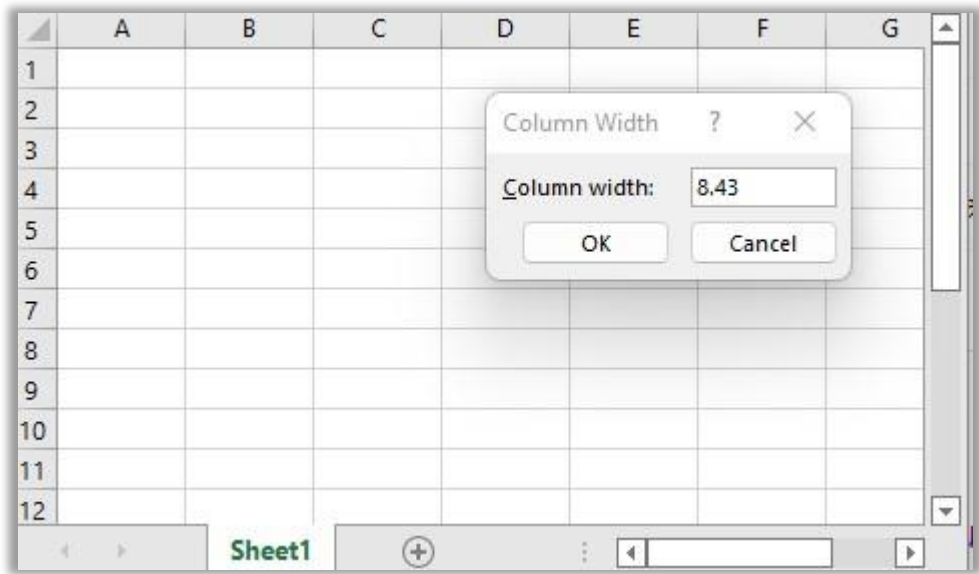
6. What If you right-click on a row reference number and click on Insert, where will the row be added?

⇨ A new row will be inserted above the selected row reference.