Assignment 3

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

Ans: When we need to sum a column or row of numbers

Select a cell next to the numbers you want to sum, click AutoSum on the Home tab, press Enter.

1. What is the shortcut key to perform AutoSum?

Ans: Alt+=

1. How do you get rid of Formula that omits adjacent cells?

Ans: 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.

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

Ans: hold Ctrl and select the cells.

5. What happens if you choose a column, hold down the Alt key and press the letters

ocw in quick succession?

Ans: We will get column width adjustment tab

6. If you right-click on a row reference number and click on Insert, where will the row

be added?

Ans: Row will be added before the reference row.