**Microsoft Exel Assignment 3**

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

* We can use autosum command in excel when we want to sum up/average/find min or max for an entire numerical data present horizontally or vertically.
* We can also add custom function as per the use case.
* It can be used either with by clicking on the autosum button in the formulas ribbon or we can use a shortcut key also to perform the same

1. **What is the shortcut key to perform AutoSum?**

We can use Alt = keys to perform autosum.

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

We can perform following steps for the same:

* Go to File -> Options -> Formulas -> Error checking rules -> Uncheck Formulas which omit cells in a region.
* we can also click on ignore error when it occurs from the dropdown when prompted.

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

We can press ctrl and click on the cells we want to select. It could be adjacent or

not-adjacent, as per our requirement

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

It gives us a prompt where we can specify the width of the selected column

1. **If you right-click on a row reference number and click on Insert, where will the row be added?**

A row will added above the selected row.