Advance Excel Assignment 3

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

   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.

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

   # Alt+=

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

   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?**

   To select non-adjacent cells and cell ranges, 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?**

   The column width dialogue box opens allowing you to set the exact width of the column.

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

ON THE ABOVE OF THAT ROW