**Advance Excel Assignment 3**

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

Ans. If you 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.

When you click AutoSum, Excel automatically enters a formula (that uses the SUM function) to sum the numbers

1. What is the shortcut key to perform AutoSum?

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

1. 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:

* 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. To select non-adjacent cells and cell ranges, hold Ctrl and select the cells.

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

Ans. The correct answer is A new column is added before the selected column. When you select a column and press CTRL SHIFT and Plus (+) at the same time in MS Excel it adds a new column before the selected column.

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

Ans. To insert a single row: Right-click the whole row above which you want to insert the new row, and then select Insert Rows.