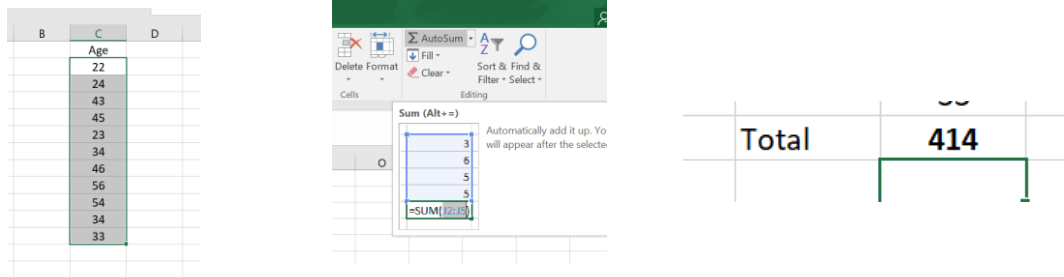


## Advance Excel Assignment 3

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

Ans: we use Auto-sum command when we have to add all values in a colum/row.

We can use it by selecting he whole column/row clicking on Auto-sum then we can get the added vakue of that column



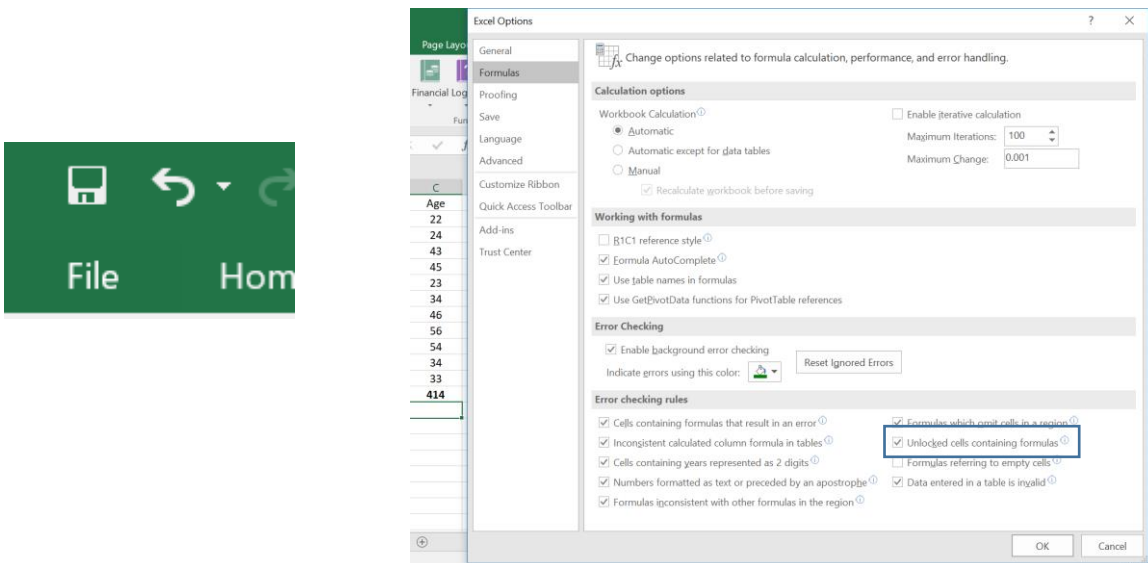
2. What is the shortcut key to perform AutoSum?

Ans: The shortcut key to perform is “Alt+= ”

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

Ans: 1. we can click on file menu and go in options

2. in “error checking” rules in that untick “unlocked cells containing formula”

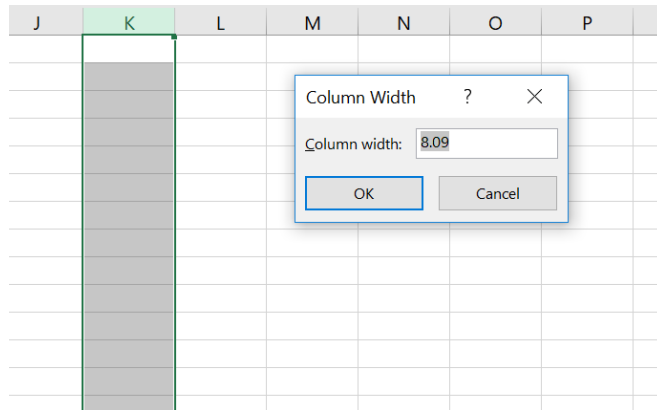


4. How do you select non-adjacent cells in Excel 2016?

Ans: we can press Ctrl and click on cells which we want to select.

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

Ans: by doing that a dialogue box appears which indicates adjusting column width so we can change the width.



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

Ans: The new row will get added below the row we selected