**Advance Excel Assignment 3**

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

AutoSum is a function that adds together a range of cells and displays the total in the cell below the selected range. Go to Home tab click auto sum

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

**Shortcut:** we use Alt += for auto sum

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

Go to Options and then select Formulas.

Look for Error checking rules and uncheck Formulas which omit cells in a region.

Click OK

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

Click on the cell.

Press the Control key on the keyboard. Keep holding it down while you are selecting cells.

Hold the left-click button on the mouse and drag it to the cells you want to select.

**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?**

A new row is inserted **above the cell(s) you originally selected**.