Advance Excel Assignment 3
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1. How and when to use the AutoSum command in excel?

 If you need to sum a column or row of numbers, Excel will do mathematics also for us. 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?

After typing **ALT + the =** sign in a spread sheet and it will automatically create a formula to sum all the numbers in a continuous range

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

The error you are getting means that there are cells near the ones in your formula that are of a similar format and Excel thinks that you might have missed them by accident.

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

To select non-adjacent cells **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?

Alt + OCW: Changes column width.

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

It provides with Inserting cell of rows or columns wherever we want.