**Advance Excel Assignment 3**

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

The AutoSum command in Microsoft Excel is used to quickly sum a range of cells. It can be useful in situations where you want to find the total of a set of numbers, for example, to calculate the total of a column of numbers in a spreadsheet.

To use the AutoSum command, follow these steps:

* Select the cell where you want to display the sum.
* Click on the "AutoSum" button in the "Editing" group on the "Home" tab of the ribbon. The button is represented by the Greek letter sigma (Σ).
* Excel will automatically select the cells directly above or to the left of the cell where you want to display the sum.
* If the selected range is the range you want to sum, press Enter. If not, you can use your cursor to select the range you want to sum.
* Excel will display the sum of the selected cells in the cell where you started the AutoSum command.

The AutoSum command can also be used to sum other functions, such as finding the average, counting the number of cells, finding the minimum or maximum value, and more. To access these functions, you can click the drop-down arrow on the AutoSum button and select the desired function.

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

The shortcut key to perform the AutoSum command in Microsoft Excel is ALT + = (hold down the ALT key and then press the equal sign key). This shortcut will automatically sum the cells directly above the active cell, or to the left of the active cell if there are no cells above it. If the selected range is not the range you want to sum, you can use your cursor to select the desired range before pressing Enter.

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

To remove a formula in Microsoft Excel that is omitting adjacent cells, you can follow these steps:

* Select the cell that contains the formula.
* Press the Delete key to remove the formula.
* Manually type in the desired values for the cells that were omitted by the formula.

Alternatively, you can edit the formula to include the omitted cells. To do this, follow these steps:

* Select the cell that contains the formula.
* Press the F2 key to enter the formula editing mode.
* Use the cursor to highlight the range of cells in the formula that you want to include.
* Type a plus sign (+) to add the selected range to the formula.
* Press Enter to apply the changes to the formula.

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

To select non-adjacent cells in Microsoft Excel 2016, you can use the following steps:

* Click on the first cell you want to select.
* Hold down the "Ctrl" key on your keyboard.
* Click on each additional cell that you want to select.

This will allow you to select multiple, non-contiguous cells. Once you have selected the cells, you can perform operations such as formatting, copying, pasting, and more. The cells will remain selected until you click on a different cell, or press the Esc key.

Alternatively, you can select non-adjacent cells by using the "Range" function in the "Name Box" at the top left of the spreadsheet. To do this, follow these steps:

* Type the cell references for the cells you want to select, separated by a comma, into the "Name Box".
* Press Enter.
* Excel will select the specified cells and you can perform operations on them as described above.

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

If you select a column in Microsoft Excel, hold down the Alt key, and press the letters "ocw" in quick succession, you will not see any immediate effect. There is no built-in function or shortcut in Excel that corresponds to the key combination Alt + ocw.

It's possible that this combination of key presses may trigger a macro or custom function that has been programmed by the user, but it will depend on the specific setup of the spreadsheet and the macros or functions that have been created.

In general, if you are looking for a specific shortcut or function in Excel, it's best to consult the Excel Help documentation or search for information online to find the correct combination of key presses or steps to perform the desired action.

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

If you right-click on a row reference number in Microsoft Excel and click on "Insert", a new row will be added above the row that was right-clicked. The row reference number is the number to the left of the row, used to identify the row in the spreadsheet.

For example, if you right-click on row 4 and select "Insert", a new row will be added above row 4 and all other rows below it will be shifted down by one row. The new row will have the same formatting and formulas as the row above it, and any data in the new row will be empty.

Note that if you have multiple rows selected, all of the selected rows will be shifted down by one row when you insert a new row. Also, if you right-click on a row reference number and select "Insert Sheet Rows", a new sheet will be inserted into the workbook.