**ASSIGNMENT 3**

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

Ans) The Auto sum command is used to sum a range number in the columns or rows. It automatically sums the selected column or rows and display the result in the nearby cells. It is the easy way to calculate large data without manually typing the sum formulae.

* We can access the auto sum from the home bar or we can find it in the formula bar.
* Select the range of cells left or right to the numbers range that you want to sum and click on Auto sum then excel automatically performs the sum function and display the answer.
* And for column select cell up or down to the range of numbers in the column

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

Ans) The shortcut key to perform Auto sum is **ALT + =**

Select the cells next to or bottom of the column or rows and press alt + =, then it performs the sum function.

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

Ans) Formula omits adjacent cells error occur when the excel thinks we have mixed some cell near the formula which have similar formats. This error is shown by a yellow box symbol.

* To get rid of this error select the particular cell and click on the drop down list on the error symbol and select ignore error.
* Or to the file menu then click on excel options and select formula and under the error check rules uncheck the box saying formula which omits cells in a region.

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

Ans)

* We can select the no adjacent cells by using ctrl key on the keyboard. First select the initial cell and then press ctrl key on keyboard and continue to select the cells which are non adjacent.
* By using name box. Name box is present left to the formula box. Enter the cells or cell ranges you want to select separating them using comma.
* In the home tab, go to editing group then click on find & select and click on Go To. In the reference box enter the cells you want to select separated by commas and hit ok.

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

Ans) When we select a particular column range and press alt + ocw then a dialogue box opens which allow us to set the width of the columns that we have selected.

**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 be added above the originally selected row number when we click on insert.