Advance Excel Assignment 3

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

When:- Whenever we want to sum a column or row quickly in such conditions, we can use the Autosum command.
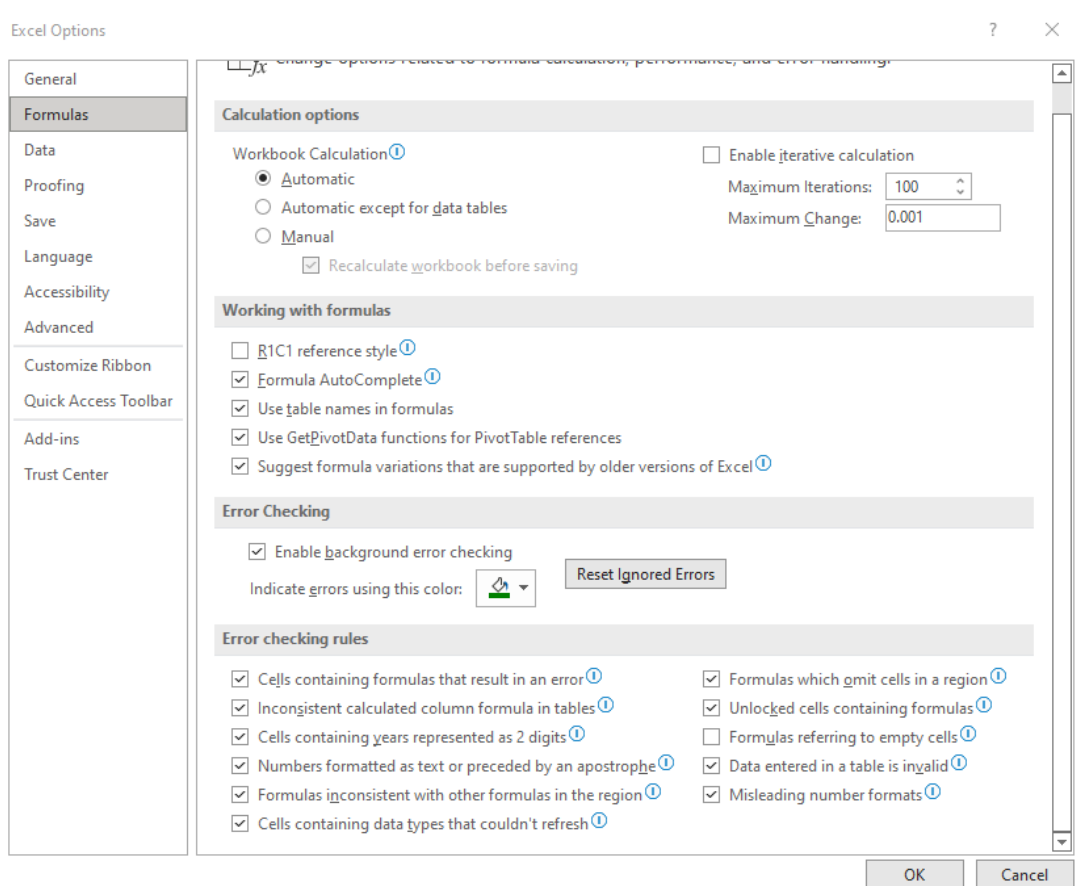
How:- Select a cell next to the numbers you want to sum, click AutoSum on the Home tab, and press Enter.

2. What is the shortcut key to perform AutoSum?

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

Open Excel and then click on File > 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?

We can select non-adjacent cells in two ways

- Hold and press the **Ctrl** key and select the cells.
- Press **Shift+F8** and selects the cells.

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

It will open the column width window where we can enter the width of the column. The same can achieve with this shortcut Alt > H > O > W.

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

It will insert the above of the reference cell.