

# Excel\_Assignment 3

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

Ans: You can use the AutoSum command to quickly sum up a range of cells. To do this, select the cell below the range you want to sum, and then click AutoSum on the Home tab. Excel will automatically enter a formula to sum the cells above. You can also use AutoSum to sum columns or rows of cells by selecting an entire column or row of cells, rather than just a cell below the range you want to sum. AutoSum will then enter a formula to sum all of the cells in that column or row.

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

Ans: The shortcut key to perform AutoSum is ALT+=.

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

Ans: You can get rid of a formula that omits adjacent cells by selecting the cell with the formula and pressing Delete. This will delete the contents of the cell, including the formula.

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

Ans: To select non-adjacent cells in Excel 2016, hold down the CTRL key while you click on each cell you want to select. This will allow you to select multiple, non-adjacent cells.

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

Ans: If you choose a column, hold down the Alt key and press the letters ocw in quick succession, it will insert a column.

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

Ans: If you right-click on a row reference number and click on Insert, the row will be added above the reference number.