**Assignment-3**

**Q1. How and when to use the AutoSum command in excel?**

**Ans.** If we need to sum a column or row of numbers and we use Autosum.

**STEPS:**

* 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.

**Q2. What is the shortcut key to perform AutoSum?**

**Ans**. The shortcut key for Autosum is Alt + =.

**Q3 How do you get rid of Formula that omits adjacent cells?**

**Ans.** To turn off the notification "Formula Omits Adjacent Cells" you're getting, kindly follow the steps below:

* 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.

**Q4. How do you select non-adjacent cells in Excel 2016?**

**Ans.** The easiest way to select non-adjacent ranges is by using the mouse (along with the keyboard).

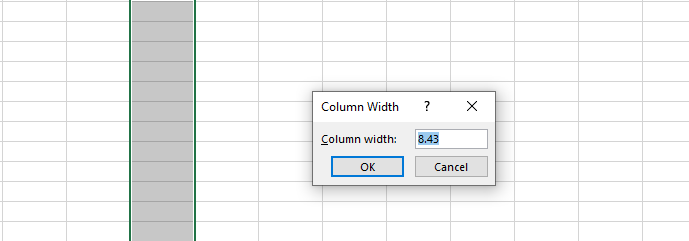
Below is how to select two non-adjacent range of cells:

1. Click on the first cell that you want to be selected. This will now become the [active cell](https://trumpexcel.com/active-cell-vba-excel/)
2. Hold the Control key on your keyboard
3. Left-click on the mouse and drag to make the selection
4. Leave the mouse click. At this point, you would have a selection. Continue to hold the Control key
5. Place the cursor on the second cell/range that you want to select
6. Left-click on the mouse and drag to make the selection
7. Leave the mouse click. This would select two non-contiguous range of cells.
8. Release the Control key

**Q5. What happens if you choose a column, hold down the Alt key and press the letters**

**ocw in quick succession?**

**Ans.** By doing so we can adjust the column width.

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

**be added?**

**Ans.** The row will be added in that only where we had put the commands.