Advance Excel Assignment 3

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

If you need to sum a column or row of numbers, let Excel do the math for you. 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.

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

Alt+=

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

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

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

With your mouse, click the first cell you want to highlight. This cell becomes the active cell.

Press and hold the Ctrl key on the keyboard.

Click the rest of the cells you want to highlight.

Once the desired cells are highlighted, release the Ctrl key.

Do not click anywhere else with the mouse pointer once you release the Ctrl key or you will clear the highlight from the selected cells.

If you release the Ctrl key too soon and wish to highlight more cells, press and hold the Ctrl key again and click the additional cell(s).

**Question 5) What happens if you choose a column, hold down the Alt key and press the letters**

**ocw in quick succession?**

The contents of the first cell in the selected column will be replaced with the letters 'O-C-W'.

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

**be added?**

A new row is added at the bottom of the table