

ASSIGNMENT-3 SOLUTIONS

1. When there is a requirement to quickly calculate the sum of the multiple values placed above a certain row, auto sum command is used. It can be used from home tab or formula tab. It can be added to quick access toolbar also.
2. The shortcut key to auto sum is Alt + = . To use this shortcut, simply hold down the Alt key, then press the equals sign on keyboard.
3. We can click on ignore error or update formula to include adjacent cells as per requirement.
4. To select non adjacent cells in excel 2016, we can hold down Ctrl key and then click on the cells to be selected.
5. It asks to enter column width for selected column.
6. On top of the row on which right clicked.