**Advance Excel Assignment 3**

1. **How and when to use the AutoSum command in Excel?**
   * **How to use:** Click on the cell where you want the sum to appear, then click the "AutoSum" button (Σ) on the Home tab. Excel will automatically try to guess the range to sum based on the data around the selected cell.
   * **When to use:** AutoSum is useful when you want to quickly calculate the sum of a column or row of numbers.
2. **What is the shortcut key to perform AutoSum?**
   * The shortcut key to perform AutoSum is **Alt + =**.
3. **How do you get rid of a formula that omits adjacent cells?**
   * To replace a formula that omits adjacent cells with the actual values:
     + Select the cell containing the formula.
     + Copy the cell (Ctrl+C).
     + Right-click on the same cell, choose "Paste Values" from the context menu.
4. **How do you select non-adjacent cells in Excel 2016?**
   * To select non-adjacent cells:
     + Click on the first cell or range of cells.
     + Hold down the **Ctrl** key.
     + While holding down **Ctrl**, click on the additional cells or ranges you want to select.
5. **What happens if you choose a column, hold down the Alt key and press the letters ocw in quick succession?**
   * This key combination (**Alt + O + C + W**) is a shortcut for adjusting column width in Excel. It opens the "Column Width" dialog box, allowing you to specify a custom width for the selected column.
6. **If you right-click on a row reference number and click on Insert, where will the row be added?**
   * If you right-click on a row reference number (on the left side of the Excel window) and choose "Insert," a new row will be added above the row that you right-clicked on. The existing rows will shift down to make room for the inserted row.