**Advance Excel Assignment 3**

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

Ans. If you need a sum of column or row of number we use Autosum. When we click on Autosumm excel automatically enters a formula.

1. What is the shortcut key to perform AutoSum?

Ans. Alt + =

1. How do you get rid of Formula that omits adjacent cells?

Ans. For that first 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.

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

Ana. To select non-adjacent cells in Excel hold ctrl and select the cells

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

ocw in quick succession?

Ans. Column width window will open

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

be added?

Ans. A new insert window will open which we need to select add.