**Advance Excel Assignment 3**

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

* The AutoSum command in Excel is used to quickly calculate the sum of a range of cells. It is a convenient way to add up values without manually typing the SUM formula. You can use AutoSum when you want to find the total of a column or row of numbers. To use AutoSum, follow these steps:
* Select a cell below the column of numbers or to the right of the row of numbers where you want to display the sum.
* Click on the AutoSum button (Σ) on the Excel ribbon's Home tab.
* Excel will automatically select what it thinks is the appropriate range for the sum calculation based on adjacent cells. You can adjust the range by dragging the selection handles or typing the desired range manually.
* Press Enter or click the checkmark icon to confirm the AutoSum calculation.

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

* The shortcut key to perform AutoSum in Excel is Alt + Equals (=). When you have selected a cell below a column or to the right of a row of numbers, pressing Alt + Equals will automatically insert the SUM formula and select what Excel determines to be the appropriate range for the sum calculation.

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

* The shortcut key to perform AutoSum in Excel is Alt + Equals (=). When you have selected a cell below a column or to the right of a row of numbers, pressing Alt + Equals will automatically insert the SUM formula and select what Excel determines to be the appropriate range for the sum calculation.

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

* To select non-adjacent cells in Excel 2016, you can use the Ctrl key. Here's how:
* Click on the first cell you want to select.
* Hold down the Ctrl key on your keyboard.
* While holding Ctrl, click on additional cells to include them in the selection. You can click on cells in different rows or columns to make a non-adjacent selection.
* Release the Ctrl key when you have selected all the desired cells.

1. **What happens if you choose a column, hold down the Alt key and press the letters ocw in quick succession?**

* If you choose a column, hold down the Alt key, and press the letters "ocw" in quick succession, it will perform the following actions in Excel:
* "o" will select all cells in the current column (Ctrl + Space shortcut).
* "c" will clear the contents of the selected cells (Delete shortcut).
* "w" will remove any column filters applied to the data (Ctrl + Shift + L shortcut).

1. **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 and click on Insert, the new row will be added above the row reference where you performed the right-click. For example, if you right-click on row 5 and choose Insert, a new row will be inserted above row 5, pushing the existing row 5 and all subsequent rows down by one row.

