**Advance Excel Assignment 3**

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

**Ans-** AutoSum in Excel is used to quickly perform basic calculations on data. To use it, select the cell where you want the result, go to the "Formulas" tab, click AutoSum, and choose the desired function like SUM, AVERAGE, MAX, MIN, etc. Excel will suggest a range of cells to include in the calculation, which can be adjusted manually if needed. AutoSum is handy when you need to sum up columns or rows of numbers, find averages, or determine maximum/minimum values without writing complex formulas. It simplifies data analysis and speeds up tasks that involve basic mathematical operations.

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

**Ans-** In Excel, the shortcut key to perform AutoSum is: **Alt + Equals (=)**

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

**Ans-** To remove a formula that omits adjacent cells in Excel, select the cell with the formula, then press the "Delete" key to clear its contents, including the formula and result. Alternatively, right-click the cell and choose "Clear Contents" from the context menu. If you want to correct the formula rather than remove it, select the cell, edit the formula in the formula bar, ensuring you include the omitted adjacent cells' references, and press "Enter" to update the formula. These actions allow you to either eliminate or rectify formulas that do not consider nearby cells for calculation in your Excel spreadsheet.

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

To select non-adjacent cells in Excel 2016, follow these steps:

a) Click on the First Cell: Click on the first cell that you want to select.

b) Hold Down the Ctrl Key: While holding down the Ctrl (Control) key on your keyboard, click on the additional cells you want to select. You can click on non-adjacent cells in different rows and columns while keeping the Ctrl key pressed.

c) Release the Ctrl Key: After you've selected all the non-adjacent cells you need, release the Ctrl key.

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

**Ans-** In Excel, if we choose a column, hold down the Alt key, and press the letters "o," "c," and "w" in quick succession, it will execute a series of keyboard shortcuts, which are typically used for column-related operations:

Alt + o: This opens the "Format" menu on the Excel ribbon.

c: After pressing "Alt + o," you can then press "c" to select the "Column Width" option from the "Format" menu. This allows you to adjust the width of the selected column.

w: After selecting "Column Width," pressing "w" will bring up a dialog box where you can enter the desired width for the selected column. You can type in a specific value and press Enter to set the column width.

**6. If you right-click on a row reference number and click on Insert, where will the row be added?**

**Ans-**  Ifyou right-click on a row reference number in Excel and then click on "Insert," a new row will be added immediately above the row whose reference number you right-clicked on. In other words, the row will be inserted right above the row where you initiated the insertion action. This allows you to add a row above the selected row and shift the existing rows below it down by one position.