**Advance Excel Assignment 3**

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

Ans: If you need to sum a column or row of numbers, let Excel do the math for you. Select a cell next to the numbers you want to sum, click AutoSum on the Home tab, press Enter, and you're done. When you click AutoSum, Excel automatically enters a formula (that uses the SUM function) to sum the numbers.

1. What is the shortcut key to perform AutoSum?

Ans: Alt + =

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

Ans:

1. Open Excel and then click on File.
2. Go to Options and then select Formulas.
3. Look for Error checking rules and uncheck Formulas which omit cells in a region.
4. Click OK.
5. How do you select non-adjacent cells in Excel 2016?

Ans: hold Ctrl and select the cells.

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

ocw in quick succession?

Ans: **A new column is added before the selected column. Key** Points. When you select a column and press CTRL SHIFT and Plus .

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

be added?

Ans: Right-click the whole row above which you want to insert the new row, and then select Insert Rows. To insert multiple rows: Select the same number of rows above which you want to add new ones. Right-click the selection, and then select Insert Rows.