**ASSIGNMENT NO : 3**

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

**Ans:** AutoSum is a very handy tool in Excel **to sum cells very fast**. AutoSum adds up a range of numbers automatically and places the result in a nearby cell. To perform AutoSum, click a nearby cell and click AutoSum on the Home tab and press Enter.

**Que 2)** What is the shortcut key to perform AutoSum?

**Ans:** Alt+=

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

**Ans:** - 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.

- Click OK.

**Que 4)** How do you select non-adjacent cell in excels 2016?

**Ans:**  Hold Ctrl and select the cells.

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

**Ans:** If we choose a column, hold down the Alt key and press the letters ocw in quick succession the column width box get open. Where we can enter the column width as per our requirement.

**Que 6)** If you right click on the row reference number and click on inset, where will the row be added?

**Ans:** The new row added above the previously selected row.