**ADVANCE EXCEL ASSIGNMENT 3**

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

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.

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

AutoSum is a fast, easy way to add up multiple values in Excel. You can access the AutoSum command from either the home tab or the Formulas tab, but there is a keyboard shortcut that makes it even faster: **Alt+=.** To use this shortcut, simply hold down the Alt key, then press the equals sign on your keyboard.

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

Launch your Excel sheet and then click on File. Navigate to Options and then select Formulas. Look for Error checking rules and uncheck Formulas which omit cells in a region. Click OK.

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

With your mouse, click the first cell you want to highlight. This cell becomes the active cell.

* Press and hold the Ctrl key on the keyboard.
* Click the rest of the cells you want to highlight.
* Once the desired cells are highlighted, release the Ctrl key.
* Do not click anywhere else with the mouse pointer once you release the Ctrl key or you will clear the highlight from the selected cells.
* If you release the Ctrl key too soon and wish to highlight more cells, press and hold the Ctrl key again and click the additional cell(s).

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

The contents of the first cell in the selected column will be replaced with the letters 'O-C-W'.

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

A new row is inserted above the cell(s) you originally selected.