**Advance Excel Assignment 3**

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

Answer: The AutoSum command is used to calculate the sum of a column or a row of numbers.

Method-1: Select a cell next to the numbers you want to sum, click AutoSum on the Home tab and press Enter. After clicking AutoSum, Excel automatically selects the range & enters a formula that uses the SUM function to sum the numbers.

Method-2: You can also select AutoSum from the Formulas tab.

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

Answer: Shortcut for AutoSum is ‘**Alt** + **=**’. To use this shortcut, select a cell next to the numbers you want to sum and simply hold own the **Alt** key, then press the **=** sign.

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

Answer: To turn off the notification "Formula Omits Adjacent Cells" you're getting, kindly follow the steps below:

1. 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.

This will get rid of the error permanently.

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

Answer: By holding the **Ctrl** key and left-clicking the cells you want to select, you can select non-adjacent cells in Excel 2016.

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

Answer: The Column width dialog box appears, in which you can change the column width by entering the desired the width.

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

Answer: The row gets added **above** the current row, and the current row gets shifted down.