**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.

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

Ans. What is the Autosum Excel Function? The Autosum Excel function can be accessed by typing **ALT + the = sign** in a spreadsheet, and it will automatically create a formula to sum all the numbers in a continuous range. This function is a great way to speed up your financial analysis.

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

**Ans.** To turn off the notification "Formula Omits Adjacent Cells" you're getting, kindly follow the

steps below:

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 that omit cells in a region.

4. Click OK.

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

Ans. The easiest way to select non-adjacent ranges is by using the mouse (along with the keyboard).

Below is how to select two non-adjacent range of cells:

1. Click on the first cell that you want to be selected. This will now become the active cell

2. Hold the Control key on your keyboard

3. Left-click on the mouse and drag to make the selection

4. Leave the mouse click. At this point, you would have a selection. Continue to hold the Control key

5. Place the cursor on the second cell/range that you want to select

6. Left-click on the mouse and drag to make the selection

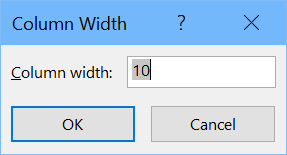
7. Leave the mouse click. This would select two non-contiguous ranges of cells.

8. Release the Control key

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

**letters ocw in quick succession?**

Ans. Column Width dialog will appear to set Column width of selected Column



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

Ans. The new row will appear above the selected row.