**Advance Excel Assignment 3**

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

Answer: Whenever you need to sum a single range of cells, whether a column, row or several adjacent columns or rows, you can have Excel AutoSum to automatically make an appropriate SUM formula for you.

To use AutoSum in Excel, just follow these 3 easy steps:

Select a cell next to the numbers you want to sum:

To sum a column, select the cell immediately below the last value in the column.

To sum a row, select the cell to the right of the last number in the row. Click the AutoSum button on either the *Home* or *Formulas* tab.

1. What is the shortcut key to perform AutoSum?

Answer: The shortcut key to perform AutoSum in Excel Function is ALT + the = sign in a spreadsheet, and it will automatically create a formula to sum all the numbers in a continuous range.

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

Answer: To turn off the notification "Formula Omits Adjacent Cells" 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 which omit cells in a region.
4. Click OK.
5. How do you select non-adjacent cells in Excel 2016?

Answer: There are three different ways to select non-adjacent cell or ranges.

1.Press and hold down the Ctrl key, and you can select multiple non-adjacent cells or ranges with mouse clicking or dragging in active worksheet.

2.Press the Shift + F8 keys and then you can easily select multiple non adjacent cells or ranges in active worksheet.

3.Click the Home > Find & Select > Go to or simply press F5.

Example: - Paste G4:G7, H4:H7, I4:I7 to select 3 different ranges.

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

Answer: If we press Alt+O and then press C (for Column) and then W (for width) it will give you the option to change or alter the column width.

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

Answer: If you right-click on a row reference number and click on Insert, then a new row is inserted above the cell(s) you originally selected.