**Advance Excel Assignment – 3**

**Q1. How and when to use the AutoSum command in excel?**

**Ans: -** The AutoSum command in Excel is used to quickly add up a range of cells. To use the AutoSum command, follow these steps:

1. Select the cell where you want the sum to appear.

2. Click on the AutoSum button in the Editing group on the Home tab, or use the keyboard shortcut Alt + =

3. Excel will automatically select the range of cells above the selected cell that it thinks you want to sum.

**Q2. What is the shortcut key to perform AutoSum?**

**Ans: -** Alt + =

**Q3. How do you get rid of Formula that omits adjacent cells?**

**Ans: -** Uncheck formulas that omit cells

**Q4. How do you select non-adjacent cells in Excel 2016?**

**Ans: -** To select non-adjacent cells and cell ranges, hold Ctrl and select the cells

**Q5. When to use a relative cell reference in excel?**

**Ans: -** The column width dialogue box opens allowing you to set the exact width of the column.

**Q6. If you right-click on a row reference number and click on Insert, where will the row be added?**

**Ans: -** before the selected row.