

Assignment 3

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

Auto sum using calculation same method that time use (add, sum logical function)

2. What is the shortcut key to perform AutoSum?

Alt + =

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

It is common error when calculating number it working fine when in that row inter month and year that this error coming

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

Click on any cell an active cell, Press Fn key F8

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

Select all that column

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

1 shift cell right 2 shift cell down 3 Entire Row 4 Entire column