Assignment 3

Answer 1) Auto-sum is used in excel for sum of a dataset on excel

Answer2)” alt+=” is the short cut key.

Answer3) To get rid of the formula that omits adjacent cells just click on the cell with green triangle and click on diamond icon and select the ignore error or any other option from the pop up. It’s a smartness of excel to remind us of some missing cell.

Answer 4) we can select adjacent cells by click on “ctrl” key and then selecting.

Answer 5) Alt+ ocw in quick succession , it will open the column width dialoge box .

Answer6) if I will right click on row reference number and click on insert the new row will be added