**Advance Excel Assignment 3**

1. **How and when to use the AutoSum command in excel?**
   1. Shortcut for AutoSum is “ALT=”

Step 1: Place the cursor below the column of numbers you want to sum.

Step 2: Hold down the Alt key and then press the equals = sign while still holding Alt.

Step 3: Press Enter.

* 1. To save the time over performing calculation all day long.

1. **What is the shortcut key to perform AutoSum?**
   1. Shortcut key to perform AutoSum is “ALT=”
2. **How do you get rid of Formula that omits adjacent cells?**

a. to turn of the notification “Formula omits adjacent cells” .steps below to follow:

1. Click on File in Excel spreadsheet.

2. Go to Options and then select Formulas.

3. Look for Error checking rules and uncheck Formulas which omit cells in a region and then click OK.

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

a.

1. Click on the cell.

2. Press CTRL key and keep holding it down while selecting the cells.

3. Hold the left click button and drag it to the cells you want to select.

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

**ocw in quick succession?**

a. It pop-up the column width to change.

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

**be added?**

1. It adds the new row above the selected row reference number.