**Advance Excel Assignment 3**

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

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**How to use AutoSum:**

**Open your Excel spreadsheet**: Launch Microsoft Excel and open the workbook containing the data you want to sum.

**Select the cell where you want the sum to appear**: Click on the cell where you want to display the sum. For example, if you want to sum a column of numbers, select the cell at the bottom of that column.

**Click on the AutoSum button**: The AutoSum button is usually located on the "Home" tab of the Excel ribbon, in the "Editing" group. It looks like the Greek letter sigma (∑) and is labeled "AutoSum." Click on this button once.

**Excel will attempt to guess the range**: Excel will automatically select what it thinks is the range of cells to sum. It will choose the adjacent cells above the selected cell if they contain numeric data. If the selection is correct, press "Enter" to confirm the sum.

**Manually adjust the range (if necessary):** If Excel didn't select the correct range, you can manually adjust it. Simply drag your mouse over the cells you want to include in the sum, and Excel will update the range accordingly. Press "Enter" to confirm the sum once you've selected the correct range.

**When to use AutoSum:**

You can use AutoSum whenever you need to quickly find the sum of a range of numbers in Excel.

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

=> The shortcut key to perform AutoSum in Excel is "Alt + =".

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

=> Sure, I can help you with that. Here are the steps on how to get rid of a formula that omits adjacent

Cells in excel:

* Select the cells that contain the formula.
* Click on the "Formula Bar" at the top of the Excel window.
* In the Formula Bar, delete the part of the formula that omits the adjacent cells.
* Press "Enter" to apply the changes.

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

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There are several ways to select non-adjacent cells in Excel 2016. Here are a few methods:

1. **Using the mouse:**

Click on the first cell you want to select.

Hold down the Ctrl key and click on the other cells you want to select.

1. **Using the keyboard:**

Press the F8 key to enter Extend Selection mode.

Use the arrow keys to move to the next cell you want to select.

Press F8 again to add the cell to the selection.

Repeat steps 3 and 4 until you have selected all the cells you want.

1. **Using the Name Box:**

Click in the Name Box at the top of the Excel window.

Type the cell references for the cells you want to select, separated by commas.

Press Enter to select the cells.

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

=> If you choose a column, hold down the Alt key and press the letters ocw in quick succession, it will autofit the column width to the widest entry in the column. This is a keyboard shortcut that can save you time if you frequently need to autofit columns.

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

=> If you right-click on a row reference number in Excel and click on "Insert," the new row will be added immediately above the row that corresponds to the row reference number you right-clicked on.

