**Advance Excel Assignment 3**

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

Whenever you need to sum a single range of cells, whether a column, row or several rows or columns by using SUM formula.

1. Select a cell next to the numbers you want to sum:

* To sum a column, select the cell immediately below the last value in the column.
* To sum a row, select the cell to the right of the last number in the row.

1. Click the AutoSum button on either the Home or Formulas tab.

* A Sum formula appears in the selected cell, and a range of cells you're adding gets highlighted.
* you can correct it manually by typing the desired range in the formula or by dragging the cursor through the cells you want to sum.

1. Press the Enter key to complete the formula.

* Now, you can see the calculated total in the cell, and the SUM formula in the formula bar. For Ex: =SUM (A1:A6)

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

The shortcut key to perform Auto sum, we need to select the specified cell using (shift + ctrl + arrow key), later (alt + =) & press Enter.

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

For example: While adding two list of numbers

* 1. We add up to 6 rows in first list and similarly we add up to 5 rows in adjacent 2nd list, then you might notice yellow error icon and a green flag to the top left of the cell containing the sum for 2nd list.
  2. Excel thinks you have mistakenly left out. That’s when Excel tells you that your formula omits adjacent cells.
  3. There are several ways:
  4. you can choose to ignore it. To ignore this error and get rid of the error icons surrounding the relevant cell.
  5. Go to the File tab > Options, under the dialog box for Excel Options, go to Formulas from the left pane & under the section Error checking rules, uncheck the box for Formulas that omit cells in a region.