Advance Excel Assignment 3

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

Ans: Selection a cell next to the number you want to sum, click AutoSum on the Home Tab, press Enter, and you are done. When you click AutoSum, Excel automatically enters a formula(that uses the SUM function) to sum the number.

2. What is the shortcut key to perform AutoSum?

Ans: **ALT + the =**

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

Ans: Omits adjacent cells errors occurs, is there a way to "ignore error" for the entries of a column? I have ignored the error on the individual cell but when the populate the entries column to reflect the equation of the cell the error re occurs.

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

Ans: To select a range, select a cell, then with the **shift + f8,** drag over the other cells. To select non-adjacent cells and cell ranges, **hold Ctrl and select the cells**.

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

Ans: The row will be insert upper side to the selected row. Like I select the row 32 then the insert row will show between 31 and 32.