Advance Excel Assignment 3

1. Select a cell next to the number you want to sum, click on **AutoSum** on the **Home tab**, and press enter. When we click **AutoSum** , Excel automatically enters a formula (that uses Sum function) to sum the numbers.
2. Shortcut key to perform AutoSum is **ALT+= .**
3. First click on cell and select **Update formula to include cell** and change the formula or select **ignore error**.
4. Click on the cell. Press the Control key on the keyboard. Keep holding it down while you are selecting cells. Hold the left-click button on the mouse and drag it to the cells you want to select. Keep repeating these steps for each cell. It’s an easy way to select non adjacent cells.
5. The column width dialogue box opens allowing you to set the exact width of the column.
6. The row will be added above the selected one.