**Advance Excel Assignment 3**

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

Answer :

If you need to sum a column or row of numbers, Select a cell next to the numbers you want to sum, click AutoSum on the Home tab, press Enter, and you're done. When you click AutoSum, Excel automatically enters a formula (that uses the SUM function) to sum the numbers.

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1. What is the shortcut key to perform AutoSum?

Answer: Alt + =

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

Answer:

To turn off the notification "Formula Omits Adjacent Cells" you're getting, kindly follow the steps below:

1. Open Excel and then click on File.
2. Go to Options and then select Formulas.
3. Look for Error checking rules and uncheck Formulas which omit cells in a region.
4. Click OK.

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

To select non-adjacent cells and cell ranges, hold Ctrl and select the cells.

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

Answer: It is shortcut key to modify column width

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

Answer : Below the selected row