**Advance Excel Assignment 3**

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Q1:- How and when to use the AutoSum command in excel?

Ans:- The AutoSum is a function we have in the Home tab of excel. If we have to do Sum of range multiple times and need a faster way to do sum instead of writing and function, Than Just by one click excel will sum the entire range and give you a total of that range.

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Q2:- What is the shortcut key to perform AutoSum?

Ans:- “Alt + =” is the shortcut key to perform AutoSum.

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Q3:- How do you get rid of Formula that omits adjacent cells?

Ans:- If we have a formula that omits adjacent cells we will see a small green indication in that cell and when we select that cell we will see a yellow error sign in the left of the cell,

If we select that yellow box then a dropdown will open and in that, we have to select “Update formula to include cells”,

With the help of this option, we can minimize the risk of calculation errors, and excel will not omit adjacent cells.

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Q4:- How do you select non-adjacent cells in Excel 2016?

Ans:- Selecting Non-Adjacent Cells in Excel With Keyboard and Mouse Right Click on the first cell you want to select with the mouse pointer to make it the active cell. Press and hold down the Ctrl key on the keyboard. Click on the rest of the cells you want to select them without releasing the Ctrl key.

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Q5:- What happens if you choose a column, hold down the Alt key and press the letters ocw in quick succession?

Ans:- If we choose a column, hold down the Alt key and press the letters OCW in quick succession, Than Pop up box will appear for changing a column width.

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Q6:- If you right-click on a row reference number and click on Insert, where will the row be added?

Ans:- If I right-click on a row reference number and click on insert then the row will be added Abow the row reference.

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