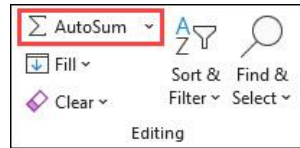# ADVANCE EXCEL ASSIGNMENT 3

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

Ans: Place the cursor below the column of numbers you want to sum (or to the left of the row of numbers you want to sum) then click **AutoSum** on the Home tab, press **Enter** button.

2) What is the shortcut key to perform AutoSum?

Ans: **Alt=**
Place the cursor below the column of numbers you want to sum,
Press **Alt=** then press **Enter** button.

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

Ans: To get rid of formula that omits adjacent cells,
Go to **File** >> **Options** >> **Formulas**. the right side, under **Error checking rules** uncheck the field called **Formulas which omit cells in a region.**

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

Ans: By following methods,

1. Select Non-Adjacent Cells Using the Mouse
Press Ctrl + Left mouse key to select multiple non-adjacent cells

2. Select Non-Adjacent Cells Using the Keyboard
Press F8 to enable "**Extend Selection**" Mode

3. Select the non-adjacent cells using the Name Box
Select name box option and enter the different cells/ranges that you want to select (separated by a comma when selecting multiple ranges)

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

Ans: Pop up of Column Width change option will appear.

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

Ans: When we click on Insert row,
New row will be added **above** the selected row