**Assignment 03**

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

When we have to calculate the sum of a range of cells quickly. It saves you the time and effort of manually entering a formula to add up the values in the selected cells.

* Choose the cell in which the sum should appear.
* Click on the AutoSum button
* Excel will try to guess the range
* Adjust the range if necessary
* Press Enter to complete

1. **What is the shortcut key to perform AutoSum?**

Alt + =

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

* Edit the Formula
* Add the Missing Cells to the Formula
* Press Enter to Update the Formula
* Fill the Formula Down or Across

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

* Hold down the Ctrl key while selecting cells

1. **What happens if you choose a column, hold down the Alt key and press the letters**

**ocw in quick succession?**

**Alt + o :** open the "Format" menu

**Alt + c :** activate the "Column Width" option

**Alt + w:** finalize the action and apply the "Column Width" feature. And you can specify width

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

**be added?**

New row will be added above the row that corresponds to the row reference number you clicked on