**Advance Excel Assignment 3**

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

Ans: If you need to sum a column or row of numbers, let Excel do the math for you. 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.

1. What is the shortcut key to perform AutoSum?

Ans: Alt+=

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

Ans: 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

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

Ans: Below is how to select these non-adjacent cells using the Name Box:

1. Click on the Name Box. This will place the cursor in the name box
2. Enter the different cells/ranges that you want to select (separated by a comma when selecting multiple ranges)
3. Hit the Enter key

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

Ans: The contents of the first cell in the selected column will be replaced with the letters 'O-C-W'.

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

Ans : A new row is inserted above the cell(s) you originally selected.

