**Advance Excel Assignment 3**

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

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.

Autosum is used for adding the values given in cells automatically without writing the formula to perform the operation. For example, To total the marks of each of the students,

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

Alt + =

AutoSum is a fast, easy way to add up multiple values in Excel. You can access the AutoSum command from either the Home tab or the Formulas tab, but there is a keyboard shortcut that makes it even faster: Alt + =.

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

Uncheck formulas that omit cells

Launch your Excel sheet and then click on File. Navigate to Options and then select Formulas. Look for Error checking rules and uncheck Formulas which omit cells in a region. Click OK.14-Dec-2022

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

Below is how to **select two non-adjacent range of cells**:

1. Click on the first cell that you want to be selected. This will now become the [active cell](https://trumpexcel.com/active-cell-vba-excel/)
2. Hold the Control key on your keyboard
3. Left-click on the mouse and drag to make the selection
4. Leave the mouse click. At this point, you would have a selection. Continue to hold the Control key
5. Place the cursor on the second cell/range that you want to select
6. Left-click on the mouse and drag to make the selection
7. Leave the mouse click. This would select two non-contiguous range of cells.
8. **Release the Control key**

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

**Ans : By doing this we can adjust column width**

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

**Ans : Row will be added in same row references which I select**