**Advance Excel Assignment 3**

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

**Answer:** How: AutoSum can be performed as, click the cell which is empty and perform the function, then all the above cells sums up.Shortcut key can be used or can click on the formula drop down where we can find autosum().

When : When there is a need to sum multiple cells across the sheets we perform autosum.

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

**Answer:** 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 + =.

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

* **Answer:** One way is to ignore the error, by right clicking the part where error obtained.
* Other way is to uncheck the formulae that omits cells in a region.

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

**Answer:** By Holding 'Shift'+ "up Arrow" - we can select and move upwards

By Holding 'Shift'+"Down Arrow" - we can select and move downwards

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

**Answer:** Alt + OCW : Changes column width

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

**be added?**

**Answer:** It provides with Inserting cell of rows or columns wherever we want