Advance Excel Assignment 3

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

Select the cell adjacent to the column or row of numbers we want to sum, go to the Formulas tab, and click AutoSum in the Function Library section of the Formulas tab.

We can use AutoSum in Excel when you want to sum numbers in your Excel columns or rows quickly.

1. What is the shortcut key to perform AutoSum?  
   alt + =
2. How do you get rid of Formula that omits adjacent cells?
3. Open Excel and then click on File.
4. Go to Options and then select Formulas.
5. Look for Error checking rules and uncheck Formulas which omit cells in a region.
6. Click OK.
7. How do you select non-adjacent cells in Excel 2016?

holding the Ctrl key and click on each cell you want to select

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

Column width menu pop-up

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

The row will be added above the selected row.