**Advance Excel Assignment 3**

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

The AutoSum command in Excel is a quick and easy way to add up a range of numbers in a column or row. Here's how to use it:

Select the cell below the column or to the right of the row that you want to sum.

Click on the AutoSum button in the Editing group on the Home tab, or press the Alt + = keyboard shortcut.

Excel will automatically select the range of cells above or to the left of the active cell that it thinks you want to sum. If the range is correct, press Enter to complete the sum.

You can also manually adjust the range that Excel selects for the AutoSum calculation. To do this, select the cell where you want to display the sum, click on the AutoSum button, and then drag the mouse over the range of cells that you want to sum.

AutoSum is useful when you need to quickly calculate the total of a column or row of numbers, such as in a budget spreadsheet or financial statement. It can save you time and help avoid errors that can occur when manually adding up a long list of numbers.

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

The shortcut key to perform AutoSum in Excel is "Alt + =". This keyboard shortcut will automatically select the range of cells above or to the left of the active cell and insert the SUM function to calculate the sum. You can use this shortcut when you need to quickly add up a column or row of numbers in your spreadsheet without having to manually type the SUM formula.

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

When a formula in Excel omits adjacent cells that you want to include in the calculation, you can modify the formula to include the missing cells. Here's how to do it:

Click on the cell that contains the formula that you want to modify.

Edit the formula to include the missing cells. For example, if your formula is =SUM(A1:A3) and you want to include cell A4, change the formula to =SUM(A1:A4).

Press Enter to recalculate the formula with the new range.

Alternatively, you can use the AutoSum button to quickly add up a range of cells, which will automatically adjust the formula to include any adjacent cells that are not currently included in the range.

If you want to delete a formula altogether and replace it with the value that it returns, you can do so by copying the cell that contains the formula, selecting the same cell or range of cells, and then clicking on the Paste Values button in the Clipboard group on the Home tab. This will replace the formula with the resulting value of the formula.

**4. How do you select non-adjacent cells in Excel 2016? 5. What happens if you choose a column, hold down the Alt key and press the letters ocw in quick succession?**

To select non-adjacent cells in Excel 2016, you can use the following steps:

1. Click on the first cell that you want to select.
2. Hold down the Ctrl key on your keyboard.
3. Click on the next cell that you want to select.
4. Repeat steps 2 and 3 for each additional cell that you want to select.
5. When you are finished selecting cells, you can release the Ctrl key. All of the selected cells will be highlighted.

And as for the Alt + ocw shortcut, you're right again! The "ocw" stands for:

1. o: auto-fit column width to the widest cell in the column
2. c: center the contents of the cells in the column
3. w: set the column width to the default width

This keyboard shortcut is a quick way to adjust the width of one or more columns to fit the contents of the cells or to center the contents of the cells within the column.

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

If you right-click on a row reference number in Excel and click on Insert, the new row will be inserted above the row that was selected. For example, if you right-click on row 5 and click on Insert, a new row will be inserted between row 4 and row 5. Any data or formatting that was in row 5 and below will be moved down by one row to make room for the new row.

Similarly, if you want to insert a new column, you can right-click on a column letter and click on Insert, and a new column will be inserted to the left of the column that was selected.