**Advance Excel Assignment 3**

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

AutoSum is a Microsoft Excel and other spreadsheet program function that adds together a range of cells and displays the total in the cell below the selected range. For example, if you wanted to add the values of cells between A1 and A5, highlight cells A1 through A5 and click the AutoSum button.

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

The AutoSum shortcut, ALT+= (ALT and = at the same time), allows you to automatically sum rows and/or columns.

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

**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.

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

To select a range, select a cell, then with the left mouse button pressed, drag over the other cells. Or use the Shift + arrow keys to select the range. To select non-adjacent cells and cell ranges, hold Ctrl and select the cells.

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

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

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

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