**Assignment – 3**

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

Ans. 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 (shown right)

1. What is the shortcut key to perform AutoSum?

Ans. Alt + =

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

Ans. The 'Formula Omits Adjacent Cells' is Excel's way of saying you better recheck your formula for any missing or extra cells.

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

Ans. use the Shift + arrow keys to select the range. To select non-adjacent cells and cell ranges, hold Ctrl and select the cells.

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

Ans. A new row is added above the selected row. When you select a row and press CTRL, SHIFT, and Plus (+) at the same time in MS Excel, a new row is added above the selected row.

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

Ans. Select the same number of rows above which you want to add new ones.