**Advance Excel Assignment 3**

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

Ans. If you need to sum a column or row of numbers. Select a cell next to the numbers you want to sum, click AutoSum on the Home tab, press Enter, and it will give you total sum. When you click AutoSum, Excel automatically enters a formula (that uses the SUM function) to sum the numbers.

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

Ans. Alt + =

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

Ans. 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?**

Ans. To select non-adjacent cells and cell ranges, hold Ctrl and select the cells by mouse clicks.

**5. What happens if you choose a column, hold down the Alt key and press the letters**

**ocw in quick succession?**

Ans. The contents of the first cell in the selected column will be replaced with the letters 'ocw’.

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

**be added?**

Ans. The row will be added above the selected row reference number.