Advanced excel assignment -3

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

If you need to sum a column or row of numbers, let Excel do the math for you. Select a cell next to the numbers you want to sum, click AutoSum on the Home tab, press Enter, and you're done. 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?**

The Autosum Excel Function[1] can be accessed by typing ALT + the = sign in a spreadsheet, and it will automatically create a formula to sum all the numbers in a continuous range

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

Following are the steps:

i. Open Excel and then click on File.

ii. Go to Options and then select Formulas.

iii. Look for Error checking rules and uncheck Formulas which omit cells in a region.

iv. 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 column width dialogue box opens allowing you to set the exact width of the column

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

The row be added above the selected row reference number where we used insert operation