**Advance Excel Assignment 3**

**Que1**. How and when to use the AutoSum command in excel?

**Ans:** To use AutoSum in Excel:

* Select the cell where you want the sum to appear.
* Click the "AutoSum" button (∑) in the "Home" tab or press `Alt` + `=` on your keyboard.
* Verify or adjust the selected range (Excel will usually auto-select it for you).
* Press `Enter` to confirm.

Use AutoSum to quickly add up a column or row of numbers.

**Que2**. What is the shortcut key to perform AutoSum?

**Ans:** The shortcut key to perform AutoSum in Excel is `Alt` + `=`.

**Que3.** How do you get rid of Formula that omits adjacent cells?

**Ans:** To fix a formula that omits adjacent cells:

* Select the cell with the formula.
* Edit the range in the formula bar to include the missing cells.
* Press `Enter` to confirm.

Or,

* Delete the incorrect formula.
* Select the correct range.
* Press `Alt` + `=` again.

**Que4.** How do you select non-adjacent cells in Excel 2016?

**Ans:** To select non-adjacent cells in Excel 2016:

* Hold down the `Ctrl` key.
* Click on each cell you want to select.

**Que5**. What happens if you choose a column, hold down the Alt key and press the letters ocw in quick succession?

**Ans:** If you choose a column, hold down the `Alt` key, and press `O`, `C`, `W` in quick succession, it will open the "Column Width" dialog box where you can set the width of the selected column(s).

**Que6.** If you right-click on a row reference number and click on Insert, where will the row be added?

**Ans:** If you right-click on a row reference number and click on Insert, a new row will be added above the selected row.