**Advance Excel Assignment 2**

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.

1. What is the shortcut key to perform AutoSum?

Alt +=

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

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?

We can adjust Column width ,if we select any column and then press alt+o+c+w.

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

be added?

The new row will be inset in the above of the selected cell.