**Advance Excel Assignment 3**

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

Answer: Autosum in Excel is a built-in summation feature employed to automatically add up the numbers in a few clicks to save time. To use auto sum in Excel, you need to select the cell below or on the right of the values that you want to sum. Once you do that, you can use the keyboard shortcut or use the option from the home tab on the ribbon. Auto Sum is an option to quickly calculate the sum for the values that you have a range.

2. What is the shortcut key to perform AutoSum?

Answer: Alt + =

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

Answer:

* One way is to ignore the error, by right clicking the part where error obtained.
* Other way is to uncheck the formulae that omits cells in a region.

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

Answer: By Holding 'Shift'+ "up Arrow" - we can select and move upwards

By Holding 'Shift'+"Down Arrow" - we can select and move downwards

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

Answer: Alt + OCW : Changes column width

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

Answer: It provides with Inserting cell of rows or columns wherever we want

