Advance Excel Assignment 3

1. How and when to use the AutoSum command in excel? To sum of column and rows number. Select auto sum from home tab.

2. What is the shortcut key to perform AutoSum? Alt + =

3. How do you get rid of a Formula that omits adjacent cells? Right click ignore error

4. How do you select non-adjacent cells in Excel 2016? F8 key on the keyboard

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

ocw in quick succession? Column Width box appears

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

be added? Right and down