**Advance Excel Assignment 3**

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

:- Select a cell next to the numbers you want to sum, click AutoSum on the Home tab, press Enter.

1. What is the shortcut key to perform AutoSum?

:- ALT + "="

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

:- Open Excel and then click on File.Go to Options and then select Formulas. Look for Error checking rules and uncheck Formulas which omit cells in a region. Then click OK

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

:- Place the cursor on the first cell that you want to select.

Press the F8 key. Use the arrow keys to make the selection.

Hold the Shift key and press the F8 key.

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

:- It will show the column width.

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

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