**Advance Excel Assignment 3**

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

The AutoSum command in Excel is a quick and convenient way to add up a range of numbers in a column or row.

The steps for using AutoSum command are as follows:

* Click on the cell where you want the sum to appear. This cell should be adjacent to the numbers you want to sum.
* In the Excel ribbon, go to the "Home" tab. In the "Editing" group, you'll find the AutoSum button (∑). Click on it.
* Excel will automatically select the range of cells that are adjacent to the selected cell and contain numerical data. Make sure the selection includes all the numbers you want to sum.
* Once you've selected the range, press Enter. Excel will insert the SUM formula and display the sum of the selected numbers in the selected cell.

AutoSum will be used when we need Quick totals, Basic calculations, Column or row sums, Using with formatted data, Data Validation.

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

The shortcut key to perform AutoSum in Excel is Alt + = (Alt key and equal sign).

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

To fix this issue and include the adjacent cells in your formula, you can follow these steps:

Check Cell References, Re-enter the Formula, Unhide Hidden Rows/Columns, Adjust Cell Range, Check for Errors.

By going through these steps, you should be able to identify and rectify the issue with your

formula that is omitting adjacent cells.

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

To select non-adjacent cells in Excel 2016, you can use the Ctrl key to add individual cells or ranges to your selection.

Here's how to do it:

* Click on the first cell or range that you want to select. This will be the starting point of your selection.
* While holding down the Ctrl key, click on additional cells or ranges that you want to include in your selection.
* Once you have selected all the non-adjacent cells or ranges you need, release the Ctrl key.

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

In Excel, if you choose a column, hold down the Alt key, and then press the letters "ocw" in quick succession, nothing specific related to Excel functions or commands will happen. This particular combination of keys doesn't correspond to any built-in Excel command, feature, or shortcut.

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

If you right-click on a row reference number in Excel and then click on "Insert," the new row will be added immediately above the row that you right-clicked on.