**Assignment 3**

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

Ans: Select a cell next to the numbers you want to sum, click AutoSum on the Home tab, press Enter and we use AutoSum when we need to sum a column or row of numbers.

1. What is the shortcut key to perform AutoSum?

Ans: Alt + =

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

Ans: 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.

Click OK.

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

Ans: To select a range, select a cell, then with the left mouse button pressed, drag over the other cells. Or use the Shift + arrow keys to select the range. To select non-adjacent cells and cell ranges, hold Ctrl and select the cells.

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

Ans: Column width dialogue box will appear where you can set column width manually.

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

Ans: The new row will appear above the selected row.