**Advance Excel Assignment 3**

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

If you need to sum a column or row of numbers, Select a cell next to the numbers you want to sum, click AutoSum on the Home tab, press Enter, and you're done.

When you click AutoSum, Excel automatically enters a formula (that uses the SUM function) to sum the numbers.

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

Alt+=.

To use this shortcut, Select the desired cell, then simply hold down the Alt key, then press the equals sign on your keyboard.

**3. 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.
* Click OK.

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

To select non-adjacent cells and cell ranges, hold **Ctrl** and select the cells.

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

Holding down Alt whilst quickly pressing o-c-a in succession, will resize the columns to fit to their contents.

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

The new rows are always added above the active cell.