**Advance Excel Assignment 3**

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

The AutoSum command in Excel is used to quickly add up a range of numbers. To use it, select the cell where you want the sum to appear, then click on the AutoSum button in the "Editing" group on the "Home" tab. Excel will automatically suggest a range based on adjacent cells with numbers, but you can adjust the range if needed.

2. What is the shortcut key to perform AutoSum?

‘Alt’ + ‘=’

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

Can manually delete the formula from the formula bar or select the cell containing the formula and press the Delete key

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

To select non-adjacent cells in Excel 2016, you can hold down the Ctrl key on your keyboard while clicking on each cell you want to select. Alternatively, you can hold down the Shift key and use the arrow keys to extend the selection.

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

ocw in quick succession?

Excel will hide the selected column.

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 and click on Insert, the row will be added above the row where you right-clicked.