

Advance Excel Assignment 3

1. How and when to use the AutoSum command in excel?
2. What is the shortcut key to perform AutoSum?
3. How do you get rid of Formula that omits adjacent cells?
4. How do you select non-adjacent cells in Excel 2016?
5. What happens if you choose a column, hold down the Alt key and press the letters ocw in quick succession?
6. If you right-click on a row reference number and click on Insert, where will the row be added?

Answers

1. AutoSum is on the home tab, just select the cell next to the number we want to sum and click the AutoSum. I use it when I want to calculate the total value as soon as possible.
2. The shortcut key is ALT + =.
3. Go on **File**, then click **Options** and select **Formulas**. Find **Error checking rules**, then uncheck that error.
4. By holding the control then select the cell range.
5. I get the column width pop up setting.
6. The row will be added in the exact row reference number, and the existing row reference number will go down.