**Advance Excel Assignment 3**

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

Ans: When we want quick calculation for the sum, first cursor on the output cell Go to Home ribbon on excel sheet then on right side AutoSum ribbon will show just click on it, it will automatically select the range and calculate the sum.

1. What is the shortcut key to perform AutoSum?

Ans: Alt + =

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

Ans: When we get this error just click on error icon then again click on Formula Omits Adjacent cells.

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

Ans: Hold and press the Ctrl Key and then select the range one by one using mouse.

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

Ans: It will show the column width, that can be adjust as per our need.

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

Ans: A new row will be inserted above the row reference.

