**Advance Excel Assignment 3**

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

**ANS: If you need to sum raw and column of numbers. Select the cell next to the numbers you want to sum, click autosum on the home tab, and press enter.**

2. What is the shortcut key to perform AutoSum?

**ANS: Alt + =**

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

**ANS: Open Excel and then open the 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?

**ANS: Click on a cell to select it**

**Press the shift + f8 key then you get a message on the status bar “Add to selection”.**

**Select non adjacent cell after that press ESC.**

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

**ANS: it will open column width dialog box to adjust width you want.**

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

**ANS:New raw will be appear above the selected raw.**