**Advanced excel assignment 3**

1Ans: If you need to sum a column or row of numbers, let Excel do the math for you. 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.

2Ans: The shortcut key to perform autosum is **Alt=**. The following is the procedure to perform autosum

1. Step 1: place the cursor below the column of numbers you want to sum (or to the left of the row of numbers you want to sum).
2. Step 2: hold down the Alt key and then press the equals = sign while still holding Alt.
3. Step 3: press Enter.

3Ans: **To turn off the notification "Formula Omits Adjacent Cells" you're getting, kindly follow the steps below:**

1. Open Excel and then click on File.
2. Go to Options and then select Formulas.
3. Look for Error checking rules and uncheck Formulas which omit cells in a region.
4. Click OK.

4Ans: **Select one or more cells**

1. Click on a cell to select it. Or use the keyboard to navigate to it and select it.
2. To select a range, select a cell, then with the left mouse button pressed, drag over the other cells. ...
3. To select non-adjacent cells and cell ranges, hold Ctrl and select the cells.

5Ans: After choosing a column, holding ‘alt’ key and pressing ‘ocw’ will open a dialog box related to the adjustment of the column width. Adjustment means increasing and decreasing of the column width.

6Ans: After right clicking on the any of the row reference number and choosing the insert a row gets added just above the selected row.