Advance Excel Assignment 3

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

Ans: Home tab -> click on Sigma sign you will find **SUM,** click on it, Formula will appear in designated cell, then click **ENTER** for final Value

If we need quick sum of row or column, then we use this AutoSum command

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** –> click **File** on left corner -> **Options** -> **Formulas** -> find **Errors checking rules** -> Unmark **"Formulas which omit cells in a region".**

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

Ans: Hold **CTRL** and Select the cells

Or select the range of cells, and undo which cells are not need.

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

Ans: A tab will pop-up for column width adjustment.

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

Ans: Row will be added above the selected row.