**Advance Excel Assignment 3**

**1.Ans:** The AutoSum command in Excel is a useful feature that allows you to quickly add up a range of numbers without manually entering a formula. You can use AutoSum to calculate the sum of a column or row of numbers. Here's how and when to use the AutoSum command:

How to Use AutoSum:

1. Select a Cell: Click on the cell where you want the sum to appear. This is typically the cell immediately below the column of numbers you want to add or immediately to the right of the row of numbers.
2. Go to the Formulas Tab: Click on the "Formulas" tab in the Excel ribbon at the top of the window.
3. Click on AutoSum: In the "Function Library" group, you will see the "AutoSum" button. Click on it.
4. Select the Range: Excel will automatically suggest a range to sum based on your current selection. If the suggestion is correct, you can press Enter to accept it. If not, click and drag to select the range of cells you want to sum.
5. Press Enter: After selecting the range, simply press the Enter key. Excel will calculate the sum and display it in the selected cell.

When to Use AutoSum:

You can use the AutoSum command in various situations, including:

1. Calculating Totals: AutoSum is commonly used to calculate the total of a column or row of numbers, such as sales figures, expenses, or grades.
2. Checking Balances: You can use AutoSum to quickly verify that the total of a series of numbers matches your expectations, which is especially helpful for financial statements and budget tracking.
3. Summing Multiple Rows or Columns: You can use AutoSum to sum multiple rows or columns of numbers at once. Simply select the cells where you want the sums to appear, and Excel will automatically create the formulas for you.
4. Updating Sums Automatically: If you have a set of data that frequently changes, using AutoSum can save you time by automatically updating the sums when you add or modify data.
5. Quick Data Analysis: AutoSum can help you get a quick overview of the numerical data in your spreadsheet, making it easier to spot trends and patterns.

**2.Ans:** The Alt + = keyboard shortcut is the quickest and easiest way to use Autosum. Simply select the cell where you want the sum to appear, press Alt + =, and Excel will automatically add up the cells above the selected cell.

**3.Ans:** 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.

**4.Ans:** To select non-adjacent cells in Excel 2016 (and in most versions of Excel), you can use one of the following methods:

Method 1: Using the Ctrl Key (Recommended)

1. Click on the first cell that you want to select.
2. Hold down the "Ctrl" key (Control key) on your keyboard.
3. While holding down the "Ctrl" key, click on the additional cells that you want to select. You can click on as many non-adjacent cells as needed.
4. Release the "Ctrl" key when you have selected all the desired non-adjacent cells.

Method 2: Using the Shift Key

1. Click on the first cell that you want to select.
2. Hold down the "Shift" key on your keyboard.
3. While holding down the "Shift" key, click on the last cell in the range you want to select. Excel will select all the cells in between the first and last cells, including the first and last cells themselves.

Method 3: Using the Mouse (Column/Row Headers)

1. Click on the first cell that you want to select.
2. Hold down the left mouse button and drag the cursor over the cells you want to select. Release the mouse button when you've selected all the desired non-adjacent cells.

These methods allow you to select non-adjacent cells in Excel 2016 and work with them as a group. You can perform various actions on the selected cells, such as formatting, copying, cutting, pasting, or entering data.

**5.Ans:** In Excel, if you choose a column, hold down the "Alt" key, and then press the letters "O," "C," and "W" in quick succession, you will perform the following actions:

1. Select a column by clicking on the column header (e.g., click on the letter at the top of the column, such as "A" for column A).
2. Hold down the "Alt" key on your keyboard.
3. While holding down "Alt," quickly press "O," "C," and "W."

This keyboard shortcut sequence allows you to access the Format Cells dialog box and toggle the "Wrap text" option for the selected column. When text wrapping is enabled, long text entries in the cells of that column will be displayed on multiple lines within the cell, making it easier to view and edit long text without increasing the row height.

**6.Ans:** If you right-click on a row reference number (the number on the left side of the Excel spreadsheet) and then click on "Insert," a new row will be added immediately above the row that you right-clicked on.**Top of Form**

The process are as follows:

1. Right-click on the row reference number (e.g., the number "3" for row 3) where you want to insert a new row.
2. In the context menu that appears, click on "Insert."

After you perform these steps, Excel will insert a new blank row directly above the row you right-clicked on, and the row numbers will be updated accordingly. This allows you to add data or content into the newly inserted row without overwriting or moving the existing rows below it.