**Advance Excel Assignment 3**

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

Answer: We can use the AutoSum command in Excel to quickly add up a column or row of numbers. To use AutoSum, select the cell where we want the sum to appear, then click on the "AutoSum" button (Σ) on the toolbar. Excel will automatically suggest a range based on adjacent cells with numbers, and we can press Enter to accept the suggestion.

1. What is the shortcut key to perform AutoSum?

Answer: The shortcut key to perform AutoSum in Excel is Alt + =. This selects the adjacent cells and inserts the SUM function.

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

Answer: To get rid of a formula that omits adjacent cells and replace it with the actual values, we can follow these steps:

Select the cell with the formula.

Copy the cell (Ctrl + C).

Right-click on the same cell or another cell where we want to paste the value.

Choose "Paste Values" from the context menu.

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

Answer: To select non-adjacent cells in Excel 2016, hold down the Ctrl key while clicking on each cell we want to include in the selection. This allows us to choose cells that are not next to each other.

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

Answer: If we choose a column, hold down the Alt key, and press the letters OCW in quick succession, Excel will hide the selected column. This is a shortcut for the "Hide Columns" command.

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

Answer: If we right-click on a row reference number and click on Insert, the new row will be added above the selected row. For example, if we right-click on the row number 5 and choose Insert, a new row will be inserted between rows 4 and 5.