

## Advance Excel Assignment 3

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

Ans:- we use the Autosum command when we want to do sum of a column or row of numbers. Then we just select the cell next to the numbers and click on the Autosum command in the home tab and then click enter.

### 2. What is the shortcut key to perform AutoSum?

Ans:- To perform AutoSum, the shortcut key is **Alt+=**

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

Ans:- 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:- To select non adjacent cell we use CTRL. We hold the CTRL Button and select the cells.

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

Ans:- when we press Hold down the alt key and press ocw then The column width dialogue box will open and ask us to set the exact width of the column.

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

Ans:- when we right click on Row Reference number. Then a new dialogue box will open when we click on insert. Then one blank row will automatically added **above the existing row.**