**Advance Excel Assignment 3**

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

1. You can find this in the ribbon under the home tab on right most, with this sign (∑).

You can use it when you want-

to sum a column or row of numbers to get the total.

To find the average of a range of values.

To count the number of cells with numeric values.

To find the minimum or maximum value in a range.

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

2. Alt" + "="

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

3. By selecting ‘values’ option in paste special box

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

4. While holding the Ctrl key, select particular cells

**5. What happens if you choose a column, hold down the Alt key and press the letters**

**ocw in quick succession?**

5. Cell will fit according to size in it.

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

**be added?**

6. Just Below