**Excel Assignment 3**

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

*Ans:*

If we need to sum any column or any row of numbers then in Excel the Autosum command is used to do the math for us.

The procedure is: Select a cell next to the numbers we want to sum, click AutoSum on the Home tab, press Enter, and it’s all done.

1. What is the shortcut key to perform AutoSum ?

*Ans:*

The shortcut to perform AutoSum in Excel is ‘Alt+=’.

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

*Ans:*

The procedure is:

Open Excel and then click on File.

Go to Options and then select Formulas.

Look for Error checking rules and uncheck Formulas which omit cells in a region.

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

*Ans:*

To select non-adjacent cells and cell ranges in MS Excel 2016 we need to hold Ctrl key and click the leftclick button.

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

*Ans:*

Then the column width dialogue box opens allowing us to set the exact width of the column.

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

*Ans:*

The row will be added on the same row reference number making rest of the data below it.