Excel Assignment-3.

1) How & when to use the AutoSum Command in excel?.

Ans If you need to sum a column or row of numbers you want to sum, click Auto-Sum on the Home tab, Press Enter, & you're done. When you Click AutoSum, Excel automatically enter a formula (that uses the sum function) to sum the numbers.

2] What is a shortcut key to Perform AutoSum?

Ans ~~Act~~ ALT = (select range).

3] How do you get rid of formula that omits adjacent cells?.

Ans
a) Open a Excel & then Click on file
b) Go to options & then Select Formulas.
c) look for error Checking rules & ✓Check Formulas which omit cells in a region
d) click OK.

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

Ans Hold Cbl & select the cells.

5) what happen if you choose a column, hold down the Alt key & Press the letter ocω in quick succession?

Ans. Alt + OCω: Change Column Width.

6] If you right click on a row reference number & click on Insert, where will the row be added?

Ans. It Provide with Inserting cell of rows or columns wherever we want.