**Advance Excel Assignment 3**

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

* If you need to sum a column or row of numbers, Excel performs operation by itself. To get desired result, select a cell next to the numbers you want to sum, click AutoSum on the Home tab, press Enter, and you're done. When you click AutoSum, Excel automatically enters a formula (that uses the SUM function) to sum the numbers.

1. What is the shortcut key to perform AutoSum?

* AutoSum is a fast, easy way to add up multiple values in Excel. You can access the AutoSum command from either the Home tab or the Formulas tab, but there is a keyboard shortcut that makes it even faster: Alt+=. To use this shortcut, simply hold down the Alt key, then press the equals sign on your keyboard

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

* To turn off the notification "Formula Omits Adjacent Cells" you're getting, kindly follow the steps below:
* 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.
* Click OK.

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

### Selecting Non Adjacent Cells with a Mouse

Along with your mouse, you also need the computer keyboard to select one or more rows and columns.

* Click on the cell.
* Press the Control key on the keyboard. Keep holding it down while you are selecting cells.
* Hold the left-click button on the mouse and drag it to the cells you want to select.

**Selecting Non Adjacent Cells with a Keyboard**

* Using your keyboard and mouse to select cells is the easiest method. You can also lose the mouse and only use your keyboard. If you want to know how to select non-adjacent cells in the online excel app, this is the best method. You may not be using a mouse if you are working on a mobile device.
* Using only a keyboard takes a few more steps than with a mouse. Don’t worry. It’s still easy to select non adjacent cells.
* Use the pad or arrow keys on your keyboard to move the cursor to the cell. Now it is the active cell.
* Hold down the F8 key; it’s at the top of your keyboard. Check your status bar it should read Extend Selection.
* Use the arrow keys on the keyboard to select single cells, rows, and columns. Pressing the F8 key activated the Extend Selection mode, so you automatically have a selection of the adjacent cells.
* When you are done using the Extend Selection mode, simultaneously hold the F8 and shift keys down. Now, you are back in Add or Remove Selection mode. You can add cells, delete them, and make other edits.

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

* When we choose a column and hold down alt key and press letters OCW, it pop

Ups with below dialog box

Graphical user interface, application

Description automatically generated

By editing field, column width changes.

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

- When we right-click on row reference number and click on insert, a row gets added above to the row we click on right click