**Advance Excel Assignment 3**

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

- To use the AutoSum command in Excel, follow these steps:

- Select the cell where you want the sum to appear.

- Click the "Formulas" tab in the Excel ribbon.

- In the "Function Library" group, click on "AutoSum" (Σ) button.

- Excel will automatically attempt to select a range of cells above or to the left of the selected cell that it thinks you want to sum. If the selection is correct, press Enter to confirm, and the sum will be calculated and displayed in the selected cell.

You should use the AutoSum command when you want to quickly calculate the sum of a series of numbers, such as a column or row of data.

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

- The shortcut key to perform AutoSum is "Alt + =" (Alt key plus the equal sign). Pressing these keys together will quickly insert the SUM function and attempt to select a range of cells for you to sum, similar to using the AutoSum button.

3. \*\*How do you get rid of a formula that omits adjacent cells?\*\*

- To get rid of a formula that omits adjacent cells and replace it with the actual values, you can follow these steps:

1. Select the cell containing the formula that omits adjacent cells.

2. Copy the cell (Ctrl + C).

3. Right-click on the same cell and choose "Paste Special."

4. In the Paste Special dialog box, select "Values" and click OK.

5. This will replace the formula with the calculated values, and you can safely delete any unnecessary cells or rows.

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

- To select non-adjacent cells in Excel 2016 or later versions, you can use the following methods:

1. Hold down the Ctrl key (Cmd key on Mac) while clicking on individual cells to select them one by one.

2. Hold down the Shift key to select a range of cells. Click on the first cell you want to select, then hold down Shift and click on the last cell in the range you want to select. Excel will select all the cells in between.

3. You can also use the keyboard arrow keys while holding down the Shift key to extend your selection in any direction.

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

- If you choose a column, hold down the Alt key, and press the letters "ocw" in quick succession, Excel will automatically autofit the width of the selected column to the longest piece of data in that column. This shortcut is useful when you want to quickly adjust the column width to fit the content.

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

- If you right-click on a row reference number (the number on the left-hand side of the Excel worksheet that represents a row) and click on "Insert," a new row will be inserted immediately above the row that you right-clicked on. The existing row will be moved down to accommodate the new row.

