**Advance Excel Assignment 3**

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

Sol: If you need to sum a column or row of numbers, let Excel do the math for you. 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?**

Sol: The Autosum Excel function can be accessed by typing ALT + the = sign in a spreadsheet, and it will automatically create a formula to sum all the numbers in a continuous range. This function is a great way to speed up your financial analysis .

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

**Sol:** 1. Open Excel and then click on File.

2. Go to Options and then select Formulas.

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

4. Click OK.

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

Sol: To select a range, select a cell, then with the left mouse button pressed, drag over the other cells. Or use the Shift + arrow keys to select the range. To select non-adjacent cells and cell ranges, hold Ctrl and select the cells.

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

**ocw in quick succession?**

Sol: The contents of the first cell in the selected column will be replaced with the letters 'O-C-W'.

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

**be added?**

Sol: A new is created at the top of the active cell.