**Advance Excel Assignment 3**

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

Ans: If you need to sum a column or row of numbers, Excel will do mathematics also for us. 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?

Ans: After typing **ALT + the =** sign in a spreadsheet and it will automatically create a formula to sum all the numbers in a continuous range

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

Ans: The error you are getting means that there are cells near the ones in your formula that are of a similar format and Excel thinks that you might have missed them by accident.

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

Ans: To select non-adjacent cells **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?

Ans: Alt + OCW: Changes column width.

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

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