**Advance Excel Assignment 3**

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

Autosum is a very handy tool in Excel to sum cells very fast. Autosum adds up a range of numbers automatically and places the result in a nearby cell. For Eg, if we want to find the total marks of students in a class, where each row containing marks of individual students, we can use auto sum to perform the calculation. We can do it by clicking a nearby cell and click Autosum on the Home tab and press Enter.

1. What is the shortcut key to perform AutoSum?

Shortcut Key 🡪 Alt+Enter

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

In a worksheet, if the formula that omit the adjacent cells, we can rectify it quickly by selecting the triangle tab in the upper left tab, and move the cursor in between the row headers and double click to omit this error.

1. How do you select non-adjacent cells in Excel 2016?
2. With the mouse, click the first cell that want to highlight.
3. Press and hold the Ctrl key on the keyboard.
4. Click the rest of the cells you want to highlight.
5. Once the desired cells are highlighted, release the Ctrl key.
6. What happens if you choose a column, hold down the Alt key and press the letters ocw in quick succession?

The new window will open which show the column width of the selected column

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

The new row will add above the selected column