**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, 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.

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

The Auto sum 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.

**3. 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:

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.

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

To select non-adjacent cells and cell ranges, hold Ctrl and select the cells.

Below are the steps to select non-adjacent cells using the keyboard:

1. Place the cursor on the first cell that you want to select. This now becomes the active cell
2. Press the F8 key. This will put your system in the ‘Extend Selection’ mode. It also says that in the Status bar.
3. Use the arrow keys to make the selection. Since you’re in the Extend Selection mode, this will keep a selection of all the adjacent cells
4. Hold the Shift key and press the F8 key. This removes the ‘Extend Selection’ mode and changes it to ‘Add or Remove Selection’
5. Use the arrow keys to place the cursor on the next cell that you want to include in the selection
6. Press the F8 key again.
7. Use the arrow keys to make the selection.
8. Hold the Shift key and press the F8 key. This removes the ‘Extend Selection’ mode.

The above steps would select two non-adjacent cells or ranges.

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

**ocw in quick succession?**

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

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

**be added?**

The new row will appear above the selected row.