**Advance Excel Assignment 3**

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

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 Autosum Excel Function can be accessed by typing ALT + =

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

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.

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

It is a shortcut to define the width of the column

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

The row will get added above the selected row

