# **Advance Excel Assignment 3**

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

How – ALT + (Alt with +(Sign)) or Home then Editing then Autosum

When – it is used when you want to take Sum of a row or Column.

1. What is the shortcut key to perform AutoSum?

ALT + (Alt with +(Sign))

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

If you are referring to error, then you can turn it off from - File Tab then option then Formula then Uncheck Formula that omits adjacent cells

If you are talking about reason – then you are Hover over error then select “Update formula to accommodate missing cells”.

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

Select Ctrl then Move your mouse and select all the cells you want.

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

It will pop up Column Width Size window. With this we can change the width of our Selected column.

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

Left Side of selected Row reference.