**Advance Excel Assignment 3**

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

When we need to sum a column or row of numbers, then we use ALT+ the = shortcut to Auto sum the data.

Or select auto-sum formula from home tab & press enter.

1. What is the shortcut key to perform AutoSum?

ALT + the =

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.
5. How do you select non-adjacent cells in Excel 2016?
6. Click on the cell.
7. Press the Control key on the keyboard. Keep holding it down while selecting cells.
8. We will then perform the operation that we want to perform on selected cells.
9. What happens if you choose a column, hold down the Alt key and press the letters ocw in quick succession?

The column width will be adjusted to fit its contents.

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.