Assignment no:- 3

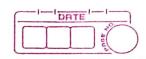**Q.1** How and when to use Autosum command in excel?

→ If you need to sum a column or row of numbers; let excel do the math for you. Select a cell next to number you want to sum, click Autosum on the Hometab, press enter. when you click autosum, excel automatically enter a formula, to sum the number

Q.2 what is shortcut key to perform Autosum?
→ The Autosum Excel function can be accessed by typing AlT + the = Sign in a spreadsheet.

Q.3 How do you get rid of Formula that omits adjacent cells
→ ① open excel and click orfile
② Go to options and select formulas
③ Look for error checking rules and uncheck formula which omits cell in a region
④ click ok,

Q.4 How do you select non-adjacent cells in txels 2016?
⇒ How ① click on a cell to select it.
② To select a range, select a cell, then with the mouse button palsed, drag over the cells
③ To select, non-adjacent cells & cell rang, hold ctrl and select cells

Q.5 what happens when you hold down the alt Keys and press the letters 'ocw' in quick successg
→

Q.6 If you click on a raw reference number and click on insert, where will be the raw added?
⇒ The raw will appear above the selected raw.