**Advance Excel Assignment 3**

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

The Autosum command in Excel is used to quickly calculate the sum of the range of numbers. Steps for Autosum commad :

1. Select the cell where you want to sum to be appear. This could be the cell immediately below a column of numbers or to the right if a row of numbers.
2. Click on the “AutoSum” button, which is typically located on the home tab in editing group.
3. Excel will automatically select what it thinks is the appropriate range of the cell to sum based on the adjacent data. If Excel has selected the correct range. Press Enter to confirm the formula.
4. The Sum of the selected the range will appear in the cell you initially selected.
5. **What is the shortcut key to perform AutoSum?**

In Excel, the shortcut key to perform AutoSum is:

Alt + =

By pressing the Alt and = together, Excel will automatically select what it determines to be the appropriate range of cells to sum,based on the adjacent data, and place the sum formula in the selected cell.

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

Select the cell containing the formula that you want to remove. Press the Delete key on your keyboard. This will delete the contests of the selected cell, Including the formula.

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

Follow these steps:

1. Click on the first cell you want to select.
2. Hold down the Ctrl on your keyboard
3. While holding down ctrl, Click on each additional cell you want to include in the selection. You can click on cells in different rows and column to create a non-adjacent selection.

D. Release the Ctrl key once you have selected all the desired cells.

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

If you choose a column in Excel, hold down the Alt key, and press the letters “ocw” ,it triggers a keyboard shortcut sequence known as the “Filter by selected cells value”

‘o’ activates the filter drop-down menu for the selected column.

‘c’ selects the option Filter by selected cells value from the drop-down menu.

‘w’ opens a dialog box where you can enter the value to filter by.

This can be useful when you want to narrow down the data displayed in the column based on specific criteria.

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

If you click on a row reference number in Excel and click on “Insert” the new row will be added above the row that corresponds to the clicked row reference number.