
Advance Excel Assignment 3

1. How and when to use the AutoSum command in excel?
2. What is the shortcut key to perform AutoSum?
3. How do you get rid of Formula that omits adjacent cells?
4. How do you select non-adjacent cells in Excel 2016?
5. What happens if you choose a column, hold down the Alt key and press the letters ocw in quick succession?
6. If you right-click on a row reference number and click on Insert, where will the row be added?

Answer 1--If we have to sum multiple rows and columns then we use auto sum.1. Click the empty cell underneath the column of numbers that you want to add up. Or, if you want to sum a row of numbers, click the empty cell to the right of the series.

2. On the "Home" tab, click the AutoSum button (which looks like a sigma sign) in the toolbar at the top of your screen and then press enter.

Answer 2 ---Alt+=

Answer 3---To turn off the notification "Formula Omits Adjacent Cells" you're getting, kindly follow the steps below:
Open Excel and then click on File.
Go to Options and then select Formulas.
Look for Error checking rules and uncheck Formulas which omit cells in a region.
Click OK.

Answer 4--To select non-adjacent cells and cell ranges, hold Ctrl and select the cells.

Answer 5--It will open column width dialog box to adjust the width of the column.

Answer 6--The new row will appear above the selected row.
