Excel Assignment 3

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

AutoSum is a fast method to add up multiple values in excel. It can be accessed from either the Home tab or the Formulas tab

The AutoSum formula in excel allows to calculate the total of a specific set of cells, usually the total of the column or the row.

1. What is the shortcut key to perform AutoSum?

**Alt+=** is the shortcut to perform AutoSum function in excel

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

To get rid of Formula that omits adjacent cells: Click File > Options > Excel Options > Formulas. Under Error Checking Rules, clear the Formulas which omit cells in a region option

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

To select non-adjacent cells in Excel 2016, select the first cell, after that press Ctrl and keep on selecting the required non-adjacent cells in the worksheet

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

When we choose a column and hold the Alt key and press the letters ocw, the column width box pops up, where we can type in the desired column width

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

If we right-click on a row reference number and click on Insert, the new row gets added above to the selected reference row