**Advance Excel Assignment 3**

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

If you need to sum a column or row of number.

Steps-

1. To sum a column, select the cell immediately below the last value in the column.
2. To sum a row, select the cell to the right of the last number in the row.
3. Click the AutoSum button on either the *Home* or *Formulas* tab.
4. A Sum formula appears in the selected cell, and a range of cells you're adding gets highlighted
5. Press the Enter key to complete the formula.

Now, you can see the calculated total in the cell

1. **What is the shortcut key to perform AutoSum?**

Alt+=

1. **How do you get rid of Formula that omits adjacent cells?**
2. To do it, go to **File >> Options >> Formulas**.
3. On the right side, under **Error checking rules** uncheck the field called **Formulas which omit cells in a region**.
4. After you make this change, Excel will stop showing error message.
5. **How do you select non-adjacent cells in Excel 2016?**

**Using Go To -**

1. In the Ribbon, select Home > Find & Select > [Go To](https://www.automateexcel.com/how-to/jump-go-to-cell/).

Alternatively, press [CTRL + G](https://www.automateexcel.com/shortcuts/excel-go-to-shortcut/) on the keyboard.

1. In the Reference box, type in the range of cells you wish to select. Each range needs to have the cell addresses separated by a colon (:) and then each range of cells separated by a comma (,).
2. Click OK to highlight the range of cells.

**Quickly select non-adjacent cells or ranges with keyboards-**

1. **With Ctrlkey-**

Just press and hold down the **Ctrl** key, and you can select multiple non-adjacent cells or ranges with mouse clicking or dragging in active worksheet.

1. **WithShift**+**F8 keys-**

This does not require holding down keys during selection. Press the **Shift**+ **F8** keys firstly, and then you can easily select multiple non-adjacent cells or ranges in active worksheet.

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

**Alt, O, C, W** is the keyboard shortcut to open the Column Width window.

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

A new row is inserted above the cell(s) you originally selected.