Advanced Excel Assignment 3

1. Select a cell next to the numbers you want to sum, click AutoSum on the Home tab, press Enter, and you're done. When you click AutoSum, Excel automatically enters a formula (that uses the SUM function) to sum the numbers.
2. Alt+=
3. Launch your Excel sheet and then click on File. Navigate to Options and then select Formulas. Look for Error checking rules and uncheck Formulas which omit cells in a region. Click OK.
4. Select the data range. Press down on the Control and F keys simultaneously. A dialogue box will open with two options, Find and Find What. Click the Find All tab. Press the Control and A keys.
5. The contents of the first cell in the selected column will be replaced with the letters 'O-C-W'.
6. A new row is inserted above the cell(s) you originally selected.