Assignment 3

Ans1. Select all the cell which you want to add. Then goto home tab select Autosum from the menu bar.

Ans2. Alt(key) + =(key)

Ans3. In excel , 1.go to file

2. select more

3. select option

4. select formula

5. enable error checking rules and formulas

Ans4. hold control , then pick the cell you want select.

Ans5. Holding down alt key while pressing o-c-a, it will resize column widths to fit their content.

Ans6. During insert it will add above the selected the row.