**ADVANCE EXCEL ASSIGNMENT 3**

Q.1. How and when to use the auto sum command in excel?

Answer: Auto sum command helps in getting the sum of series of numbers in rows or columns.

To use Auto sum click on a cell next to the numbers you want to sum click auto sum on the home tab and press enter.

There is also a shortcut for auto sum Alt+=

Q.2. What is shortcut key to perform auto sum?

Answer: ALT=

Q.3.How do you get rid of formulae that omits adjacent cells?

Answer:

1. One way is to ignore the error by right clicking the part where error obtained.
2. Other way is to uncheck the formulae that omits cells in a region.

Q.4.How do you select non-adjacent cells in EXCEL 2016?

Answer: Hold ctrl and select the cells.

Q.5.What happens if you choose a column, hold down the Alt key and press the letters ocw in quick succession?

Answer: It helps in adjusting the column width.

Q.6.If you right click on a row reference number and click on insert, where will the row be added?

Answer: Row gets added on the top of the selected row.