**Excel Assignment – 3**

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

**Ans:** When we need to sum a column or row of numbers automatically, we use AutoSum. Select a cell next to the numbers you want to sum -> click AutoSum on the Home tab -> press Enter.

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

**Ans:** Alt + =

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

**Ans**: 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. How do you select non-adjacent cells in Excel 2016?**

**Ans:** To select non-adjacent cells and cell ranges, hold Ctrl and select the cells.

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

**Ans:** The column width dialogue box opens allowing you to set the exact width of the column.

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

**Ans:** A new row is inserted above the cells we originally selected.