**Advance Excel Assignment 3**

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

Whenever we need to sum a single range of cells, whether a column, rows, we can use Excel Autosum to automatically make an appropriate Sum formula for you.

To use Autosum in excel, we need to follow the steps:

* Select a cell next to the numbers you want sum.
* Click on the Autosum button on either the Home or Formulas tab.
* Press the Enter key to complete the formula.

1. What is the shortcut key to perform AutoSum?

Alt + =

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

Open Excel and then click on File.

Go to Options and then select Formulas.

Look for Error checking rules and uncheck formulas which omits cells in a region.

Click ok.

1. How do you select non-adjacent cells in Excel 2016?

Click on the first cell you want to select.

Hold down the Ctrl key

Click on each individual cell to be selected.

When done, release the ctrl Key.

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

By using the Alt+key and pressing the letters ocw in succession we are quickly navigating the “column width” option in the format menu, allowing you to adjust the width of the selected column using the subsequent dialog box.

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

When you right click on a row reference number and click on insert, a new row will be added above the selected row.