ASSIGNMENT 3

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

**Ans.** Select a cell next to the numbers you want to sum, click AUTOSUM on the home tab, press enter. If u use autosum excel automatically enters a formula(that uses the sum function) to sum the numbers.

1. **What is the shortcut key to perform Autosum?**

**Ans.**  (Alt+ =)

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

**Ans.**  click on the error sign and select \*ignore error\*

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

**Ans.** with your mouse, click the first cell you want to highlight. This cell becomes the active cell.

Press and hold the Ctrl key on the keyboard.

Click the rest of the cells you want to highlight.

Once the desired cells are highlighted, 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?**

**Ans.** it will open dialogue box for changing selected column width according to you.

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

**Ans.** the row will be added one above the selected row reference.