**Advanced Excel Part 3**

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

The AutoSum command is a quick and easy way to automatically sum a range of cells. You can use AutoSum when you need to total a column or row of numbers. To use it:

- Select the cell where you want the sum to appear (typically just below a column of numbers or at the end of a row).

- Click the “AutoSum button” (Σ symbol) on the “Home tab” in the ribbon, or press “Alt + =”.

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

The shortcut key for AutoSum in Excel is Alt + =.

This key combination will insert the AutoSum function into the selected cell, automatically suggesting the range to sum, which you can adjust if needed.

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

If you want to remove a formula that is incorrectly omitting adjacent cells, you can manually adjust the formula range or use the Range Selector to expand the selected cells.

- Click on the formula bar (where the formula is displayed).

- Drag the range selector (the dashed box around the range) to include the missing cells.

- Alternatively, you can delete the formula altogether by selecting the cell and pressing Delete.

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

To select non-adjacent cells (cells that are not next to each other), you can:

- Hold down the Ctrl key (Windows).

- While holding the key, click on each cell or range of cells you want to select. Each additional selection will be added to the current selection.

This is useful when you need to format or perform calculations on multiple, separate cells at once.

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

Pressing Alt and then typing OCW (in quick succession) will open the Format Column Width dialog box in Excel. This allows you to set the width of a selected column(s).

Here’s how it works:

- Alt- activates the ribbon shortcuts.

- O- opens the "Format" menu.

- C- selects the "Column Width" option.

- W- lets you specify the width you want for the column.

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

If you right-click on a row number (the numbers on the left side of the screen that represent rows) and select Insert, Excel will insert a new row above the selected row.

For example, if you right-click on row 5 and choose Insert, a new row will be added above row 5, and the existing rows (5, 6, 7, etc.) will shift down.