**Advance Excel Assignment 3**

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

Ans- The AutoSum command in Excel is used to quickly sum a range of adjacent cells. It's particularly useful when you need to calculate totals for a column or row of numbers without manually typing out a formula.

**How to use the AutoSum command:  
  
1. Select the Cell Below or to the Right of the Numbers:** Click on the cell where you want the sum to appear. If you're summing a column of numbers, select the cell below the numbers. If you're summing a row of numbers, select the cell to the right of the numbers.  
**2. Click on the AutoSum Button:** The AutoSum button is located in the Editing group on the Home tab of the Excel ribbon. It looks like the Greek letter sigma (∑). Clicking on this button will automatically insert a SUM function into the selected cell, along with a suggested range of cells to sum.  
**3. Press Enter or Return:** After clicking the AutoSum button, Excel will suggest a range of cells to sum based on the adjacent data. If the suggested range is correct, simply press Enter or Return on your keyboard to confirm the AutoSum calculation. Excel will calculate the sum and display the result in the selected cell.

**When to use AutoSum:**  
  
**1. Calculating Totals:** AutoSum is ideal for quickly calculating totals for columns or rows of numbers in a dataset. For example, you might use AutoSum to calculate the total sales for a list of products, the total expenses for a month, or the total points scored by a team in a series of games.  
**2. Quick Data Analysis:** AutoSum can also be used as a quick way to perform basic data analysis, such as calculating averages, counts, or other aggregate functions. By adjusting the range suggested by AutoSum or combining it with other functions, you can derive various insights from your data quickly.

1. What is the shortcut key to perform AutoSum?

Ans- The shortcut key to perform AutoSum in Excel is Alt + = (Alt key followed by the equal sign).

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

Ans- To get rid of a formula that omits adjacent cells and replace it with the actual values from those cells, you can follow these steps:

1. Select the cell containing the formula that you want to replace.
2. Copy the cell by pressing Ctrl + C on your keyboard.
3. Right-click on the same cell, then choose "Paste Values" from the context menu. This pastes the actual values from the formula's range into the cell, replacing the formula itself.
4. If you no longer need the original formula, you can delete it by selecting the cell and pressing the Delete key on your keyboard.

By following these steps, you'll effectively replace the formula that omits adjacent cells with the actual values from those cells.

1. 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.

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

Ans- If you choose a column, hold down the Alt key, and then press the letters "ocw" in quick succession in Excel, it executes the following actions:  
  
o: This activates the "Format" tab on the Excel ribbon.  
c: This selects the "Column Width" option within the Format tab.  
w: This opens the "Column Width" dialog box, allowing you to specify a custom width for the selected column.  
In summary, pressing Alt + ocw in quick succession in Excel opens the dialog box where you can adjust the width of the selected column.

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

Ans- If you right-click on a row reference number in Excel and click on "Insert," the new row will be added above the row that corresponds to the row reference number you clicked on. For example, if you right-click on row 5 and select "Insert," a new row will be inserted above row 5, pushing the existing rows down by one row.

