

Assignment 3

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

ANS) If you need to sum a column or row of numbers, then use autosum, Select a cell next to the numbers you want to sum, click **AutoSum** on the **Home** tab, press **Enter**, and you're done.

2. What is the shortcut key to perform AutoSum?

ANS) ALT+ the= is the shortcut key

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

ANS) One way is to ignore the error, by right clicking the part where error obtained.
Other way is to uncheck the formulae that omits cells in a region

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

ANS) By Holding 'Shift'+ "up Arrow" - we can select and move upwards
By Holding 'Shift'+ "Down Arrow" - we can select and move downwards

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

ANS) Alt + OCW : Changes column width

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

ANS) It provides with Inserting cell of rows or columns wherever we want