**Advance Excel Assignment 3**

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

Ans: AutoSum gives total of the range selected automatically. Actually, when we use AutoSum then it applies SUM formula, to find total of row/column, we can use autos AutoSum.

2. What is the shortcut key to perform AutoSum?

Ans: Alt + =

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

Ans: There are 2 ways to solve this issue:

* Put the range with $ sign like(ex: SUM($A$1:$A$8)
* Go to file, select Formulas, and uncheck Formulas which omits cells in region.

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

Ans: Using these steps- Click on the cell, Press the Control key on the keyboard. Keep holding it down while you are selecting cells, Hold the left-click button on the mouse and drag it to the cells you want to select.

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

Ans: The column width dialogue box opens allowing you to set the exact width of the column

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

Ans: Just above the row reference number