**Advance Excel Assignment 3**

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

A function in a spreadsheet program that inserts a formula in the selected cell that adds the numbers in the column above it. It sets the range of cells by looking for numeric data above the selected cell. The Autosum Function.

If we need to sum a column or row of numbers then there is an inbuilt function for that. Select a cell next to the numbers we want to sum, click AutoSum on the Home tab, press Enter. When click AutoSum, Excel automatically uses the SUM function formula to sum the numbers.

1. What is the shortcut key to perform AutoSum?

Alt + the = sign.

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

To do it, go to **File > Options > Formulas**. On the right side, under **Error checking rules** uncheck the field called **Formulas which omit cells in a region**. After you make this change, Excel will stop prompting you with this error message.

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

* Click on the first cell that you want to be selected. This will now become the active cell
* Hold the Control key on your keyboard
* Left-click on the mouse and drag to make the selection
* Leave the mouse click. At this point, you would have a selection. Continue to hold the Control key
* Place the cursor on the second cell/range that you want to select
* Left-click on the mouse and drag to make the selection
* Leave the mouse click. This would select two non-contiguous range of cells.
* Release the Control key.

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

The column width dialogue box opens allowing you to set the exact width of the column. You can insert a value in the column width dialogue box for how wide you would like a column to be. This is especially useful if you have several non-adjacent columns that you need to be the same width.

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

A new row will be added above the selected row where right clicked.