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

Ans-  If you need to sum a column or row of numbers. Select a cell next to the numbers you want to sum, click **AutoSum** on the **Home** tab, press **Enter**.

2. What is the shortcut key to perform AutoSum?

Ans- **ALT + the = sign**

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

Ans-Open Excel and then click on File.

Go to Options and then select Formulas.

Look for Error checking rules and uncheck Formulas which omit cells in a region.

Click OK.

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

Ans- **Hold Ctrl and select the cell**

5. What happens if you choose a column, hold down the Alt key and press the letters

ocw in quick succession?

Ns- **The contents of the first cell in the selected column will be replaced with the letters 'O-C-W'**.

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

be added?

Ans- The row will be added above the selected Row