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

Ans -   
You can use the AutoSum command in Excel to quickly calculate the sum of a range of numbers. It's particularly useful when you have a column or row of numbers that you want to add up without manually typing the SUM formula.

Q. What is the shortcut key to perform AutoSum?

Ans – Alt + =

Q. Select the range of cells that contain the formulas you want to replace.

Ans -

1. Copy the selected range by pressing Ctrl + C or right-clicking and selecting "Copy".
2. Right-click on the same range, then choose "Paste Special" from the context menu.
3. In the "Paste Special" dialog box, select "Values" and click "OK".
4. This action will replace the formulas with the values they calculate, effectively getting rid of the formulas while keeping the results.

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

Ans - Click on the first cell.

1. Hold down Ctrl key.
2. Click on each additional non-adjacent cell you want to select.

Q. 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 press the letters "ocw" in quick succession, Excel will apply the "Text to Columns" feature. This feature allows you to split the contents of the selected cells into multiple columns based on a delimiter or fixed width.

Q. 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 and click on "Insert," the new row will be added above the row that was right-clicked.