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

The AutoSum command in Excel is a convenient tool for quickly inserting common formulas to calculate sums, averages, counts, and other basic mathematical operations. It automatically determines the range of cells to include in the calculation based on the data adjacent to it. Here's how and when to use the AutoSum command:

**Basic Sum Calculation:** Select the cell where you want to display the sum result. Click on the AutoSum button (Σ) in the toolbar, or use the keyboard shortcut Alt+=. Excel will automatically select a range of cells above or to the left of the selected cell, depending on the data layout, and insert the SUM formula. Press Enter to apply the sum calculation.The AutoSum command is handy when you want to quickly calculate the sum of a column or row of numbers without manually typing the SUM formula.

**Other Basic Calculations:** The AutoSum command can also be used to calculate other basic operations like average, count, minimum, maximum, etc. To use AutoSum for these operations, select the cell where you want to display the result, click on the AutoSum button (Σ), and choose the desired calculation from the drop-down menu. Excel will insert the corresponding formula and adjust the cell references accordingly. The AutoSum command is a time-saving feature when you need to perform common calculations without manually typing the formulas.

**Multiple Ranges**: AutoSum can handle multiple ranges of data as well. To calculate the sum or other operations across non-adjacent ranges, select the cells where you want to display the results. Click on the AutoSum button (Σ), and Excel will insert separate formulas for each selected range, with the results displayed in the corresponding cells.

**2. What is the shortcut key to perform AutoSum?**

"Alt" + "="

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

Select the cell or range of cells that contain the formulas you want to remove.

Copy the selected cells by pressing "Ctrl" + "C" (Windows) or "Command" + "C" (Mac).

Right-click on the same selected range or any other desired destination cells.

In the context menu, choose "Paste Special" or "Paste Values." This option may have different names depending on the spreadsheet software you are using.

In the "Paste Special" dialog box, select the "Values" option.

Click on the "OK" or "Paste" button to replace the formulas with their respective values.

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

Open Excel 2016 and open a new or existing worksheet.

Click on the first cell you want to select and hold down the "Ctrl" key (Windows) or "Command" key (Mac) on your keyboard.

While holding down the "Ctrl" or "Command" key, click on each additional cell you want to include in your selection. You can click on cells that are not adjacent to each other.

Release the "Ctrl" or "Command" key once you have selected all the desired non-adjacent cells.

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

In Excel, if you select a column, hold down the "Alt" key, and press the letters "o," "c," and "w" in quick succession, it triggers a specific sequence of commands known as "Alt Codes." However, the resulting action depends on the specific version of Excel and any customizations made to the keyboard shortcuts. By default, this sequence of keys does not perform any predefined action in Excel. Alt Codes are typically used to input special characters or symbols using the numeric keypad. For example, pressing "Alt" + "0169" (using the numeric keypad) inserts the copyright symbol (©). The sequence "ocw" does not correspond to any specific Alt Code combination.

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

If you right-click on a row reference number in Excel and click on "Insert," the row will be added above the row that corresponds to the row reference number you clicked on.