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

The AutoSum command in Excel is a convenient tool used to quickly calculate the sum of a range of numbers. Here's how and when to use it:

**How to Use AutoSum:**

Select the cell where you want the sum to appear.

Click on the "Formulas" tab in the Excel ribbon.

In the "Editing" group, click on the "AutoSum" button (Σ).

Excel will automatically suggest a range for the sum based on the adjacent cells. If the suggested range is correct, press Enter to confirm. If not, you can manually adjust the range.

**When to Use AutoSum:**

When you need to quickly calculate the sum of a column or row of numbers.

When working with large datasets and you want to avoid manually typing out the SUM formula.

When you need to perform simple calculations without the need for complex formulas.

**Tips for Using AutoSum Efficiently**:

You can also use the keyboard shortcut Alt + = to quickly insert the AutoSum function.

Double-clicking the AutoSum button will automatically apply the function to the entire column or row, depending on the direction of adjacent data.

If you want to include non-adjacent cells in the sum, you can manually select the range before clicking the AutoSum button.

Overall, the AutoSum command is a handy tool for quickly calculating sums in Excel, especially when working with large datasets or performing simple calculations.

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

The shortcut key to perform AutoSum in Excel is Alt + Equals (=). This shortcut allows you to quickly insert the SUM function and calculate the sum of the adjacent cells. Simply select the cell where you want the sum to appear and then press Alt + Equals (=), and Excel will automatically suggest the range for the sum based on the adjacent cells. If the suggested range is correct, press Enter to confirm. If not, you can manually adjust the range as needed.

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

If you have a formula that omits adjacent cells and you want to include them in the calculation, you can edit the formula to include the missing cells. Here's how you can do it:

Select the cell containing the formula that you want to edit.

Click on the formula bar at the top of the Excel window to activate it.

Use the arrow keys or click with the mouse to navigate to the part of the formula that needs to be edited.

Add the missing cells to the formula by typing their cell references directly into the formula. Make sure to separate multiple cell references with commas if necessary.

Press Enter to confirm the changes to the formula.

Alternatively, you can also use the mouse to select the missing cells while editing the formula. Excel will automatically insert the correct cell references into the formula as you select the cells.

Once you have edited the formula to include all the necessary cells, it should calculate the correct result including the adjacent cells.

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

To select non-adjacent cells in Excel 2016, you can use one of the following methods:

**Method 1: Using the Ctrl Key**

Click on the first cell or range of cells that you want to select.

Press and hold the Ctrl key on your keyboard.

While holding the Ctrl key, click on each additional cell or range of cells that you want to select. You can click on cells in different parts of the worksheet to select non-adjacent cells.

Release the Ctrl key when you have finished selecting all the cells you need.

**Method 2: Using the Shift Key**

Click on the first cell or range of cells that you want to select.

Press and hold the Shift key on your keyboard.

While holding the Shift key, click on the last cell or range of cells that you want to select. Excel will automatically select all the cells between the first and last cell that you clicked on, including the non-adjacent cells.

Release the Shift key when you have finished selecting the cells.

Using either method, you can select non-adjacent cells and ranges in Excel 2016 for various purposes, such as formatting, copying, or performing calculations.

**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 "ocw" in quick succession, it activates the AutoFit Column Width feature. This action automatically adjusts the width of the selected column to fit the contents of the widest cell in that column. It's a handy shortcut for quickly optimizing the column width for better visibility of data without manually adjusting it.

**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 (the number on the left-hand side of the Excel window indicating the row) and click on "Insert", Excel will insert a new row above the row that you right-clicked on.

For example, if you right-clicked on row 5 and selected "Insert", Excel would insert a new row between rows 4 and 5. The existing row 5 would then become row 6, and all subsequent rows would be shifted down by one row to accommodate the new row.