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

AutoSum is a Microsoft [Excel](https://www.computerhope.com/jargon/e/excel.htm) and other [spreadsheet](https://www.computerhope.com/jargon/s/spreadsheet.htm) program function that adds together a range of cells and displays the total in the cell below the selected range. For example, if you wanted to add the values of cells between A1 and A5, highlight cells A1 through A5 and click the AutoSum button (shown right). Clicking this button after highlighting the cells creates the formula =SUM(A1:A5) in cell A6 (first cell after last highlighted cell) and gives you the total of all those cells

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

How to Auto sum using a keyboard shortcut

* Place the [cursor](https://www.computerhope.com/jargon/c/cursor.htm) below the column of numbers you want to add, or to the right of a row of numbers.
* Press and hold down the [Alt](https://www.computerhope.com/jargon/a/alt.htm) key, and then press the [=](https://www.computerhope.com/jargon/e/equal.htm) (equals) key.
* Press the [Enter](https://www.computerhope.com/jargon/e/enterkey.htm) key.
* The sum, or total, appears below the last entry in the column or next to the last entry in the row.

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

The error you are getting means that there are cells near the ones in your formula that are of a similar format and Excel thinks that you might have missed them by accident.

To turn off the notification "Formula Omits Adjacent Cells" you're getting, kindly follow the steps below:

* 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?**

To select non-adjacent cells and cell ranges, hold Ctrl and select the cells.

Without Using Ctrl Key

* Select the cell from where you want to start your selection.
* Press Shift + F8 for once.
* You get a message “Add To Selection” on your status bar – bottom of your Excel window.
* Now, you can select your cells just by clicking on them.

To select non-continued cells without using your keyboard follow these simple steps.

* Press shift + F8 to activate the “Add To Selection” Mode.
* Navigate to the range you want to include in your selection, press Shift + F8 again.
* And, so on

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

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.

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

A blank row will be inserted on top of your selection.