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

   → We can use autosum command in excel when we want to sum up/average/find min or max for an entire numerical data present horizontally or vertically. We can also add custom function as per the use case.

   It can be used either with by clicking on the autosum button in the formulas ribbon or we can use a shortcut key also to perform the same.

2. What is the shortcut key to perform AutoSum?

   → We can use <u>Alt =</u> keys to perform autosum.

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

   → We can perform following steps for the same:
Go to File -> Options -> Formulas -> Error checking rules -> Uncheck Formulas which omit cells in a region.

Or we can also click on ignore error when it occurs from the dropdown when prompted.

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

   → We can press ctrl and click on the cells we want to select. It could be adjacent or not-adjacent, as per our requirement.

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

   → It gives us a prompt where we can specify the width of the selected column.

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

   → A row will added above the selected row.