

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

→ Select a cell next to the numbers you want to sum, click AutoSum on the Home tab, press Enter, and you're done. When you click AutoSum, Excel automatically enters a formula (that uses the SUM function) to sum the numbers.

2) What is the shortcut key to perform AutoSum?

→ **Alt+=**.

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

→ Launch your Excel sheet and then click on File. Navigate 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?

→ Holding the Ctrl key and selecting the cells is one of the best ways to select non adjacent cells in Excel. This approach is pretty straightforward.

To select non-adjacent cells, first, **select a cell**. Once you click on it, this becomes the active cell. In this example, we have selected the cell E5, so it becomes the active cell.

Select a cell

By pressing and holding the Ctrl key, select the cells you want to select. You can either click on each cell or use the mouse and drag to select a range of cells. Once you have selected all the necessary cells, leave the Ctrl key.

Select a group of cells using the Ctrl Key.

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

→ The contents of the first cell in the selected column will be replaced with the letters 'O-C-W'.

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

→ Row will be add in before of selected row reference number.