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

**Ans**: We use AutoSum when you want Excel to automatically add up a column or row of numbers. It's handy for quick calculations.

Click on the cell where you want the sum, then click the "AutoSum" button (∑) in the "Editing" group on the ribbon.

1. What is the shortcut key to perform AutoSum?

**Ans**: The shortcut key for AutoSum is Alt + =. This quickly inserts the SUM function for the selected range.

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

**Ans**: Select the cell with the formula, press F2 to enter edit mode, and then press Delete to remove the formula. Alternatively, you can select the cell, go to the "Formulas" tab, and click "Clear" and then "Clear All."

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

**Ans**: Hold down the Ctrl key and click on each cell you want to select. This allows you to choose multiple cells that are not next to each other.

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

**Ans**: This keyboard shortcut, Alt + o + c + w, is used to wrap text in Excel. It adjusts the row height to fit the contents of the selected cells

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

**Ans**: If you right-click on a row reference number and choose "Insert," a new row will be added above the row you right-clicked on. The existing rows below will be shifted down to make room for the inserted row.