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

Autosum is used when we need to add the specified rows.

To use AutoSum in Excel, below are the steps:

1. Select a cell next to the numbers you want to sum: To sum a column, select the cell immediately below the last value in the column
2. Click the AutoSum button on either the Home or Formulas tab
3. Press the Enter key to complete the formula
4. What is the shortcut key to perform AutoSum?

Alt + =

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

File - Options – Formula – Uncheck formula which omits region - Ok

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

Hold control and select cells

1. 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 OCW

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

On top of that row selected, row will be added