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

The AutoSum command in Excel is a quick and easy way to add up a range of numbers in a worksheet. Here's how to use it:

Select the cell where you want the sum to appear.

Click on the "AutoSum" button in the "Editing" group of the "Home" tab. It looks like the Greek letter sigma (∑).

Excel will automatically select what it thinks is the range of cells you want to sum. If this is correct, press Enter to complete the formula. If not, select the correct range of cells by dragging your mouse over them, and then press Enter.

Alternatively, you can also use the keyboard shortcut "Alt + =" to activate the AutoSum command.

The AutoSum command is most useful when you need to quickly calculate the total of a column or row of numbers. It can also be used to calculate other basic mathematical operations such as averages, minimums, and maximums.

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

The shortcut key to perform AutoSum in Excel is "Alt + =" (press and hold the "Alt" key and then press the "=" key).

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

If a formula omits adjacent cells that you want to include in the calculation, you can update the formula to include those cells. Here's how:

Select the cell with the formula you want to update.

Click on the formula bar or press F2 to activate the edit mode for the formula.

Adjust the range in the formula to include the adjacent cells you want to include in the calculation.

Press Enter to update the formula.

For example, let's say you have a formula in cell C1 that adds up the values in cells A1 and B1: "=A1+B1". If you want to include the value in cell C2 in the calculation, you would update the formula to: "=A1+B1+C2".

If you want to remove the formula altogether, you can simply delete the contents of the cell by selecting the cell and pressing the Delete key. This will remove the formula and replace it with an empty cell.

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

To select non-adjacent cells in Excel 2016, you can use one of the following methods:

Method 1: Using the Ctrl Key

1. Click on the first cell you want to select.
2. Hold down the Ctrl key on your keyboard.
3. Click on each additional cell you want to select while continuing to hold down the Ctrl key.

Method 2: Using the Shift Key

1. Click on the first cell you want to select.
2. Hold down the Shift key on your keyboard.
3. Click on the last cell you want to select.

Method 3: Using the Ctrl Key and Dragging the Mouse

1. Click on the first cell you want to select.
2. Hold down the Ctrl key on your keyboard.
3. Click and drag your mouse over each additional cell you want to select.

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

If you choose a column in Excel, hold down the Alt key, and press the letters "ocw" in quick succession, it will activate the "Column Width" command. This keyboard shortcut is equivalent to going to the "Home" tab, clicking on the "Format" button in the "Cells" group, and selecting "Column Width" from the dropdown menu.

After activating the "Column Width" command, Excel will display the "Column Width" dialog box, which allows you to set the width of the selected column in either characters or pixels. You can then enter a specific value for the column width or use the up and down arrows to adjust the width to your desired size.

Using this shortcut is a quick and easy way to adjust the width of a column in Excel without having to go through the menu options. It is especially useful when you need to adjust multiple columns to the same width.

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

If you right-click on a row reference number in Excel and click on "Insert," the new row will be added above the row that was right-clicked on. For example, if you right-click on row 5 and choose "Insert," a new row will be inserted above row 5, and the existing rows will be shifted down by one row.

Similarly, if you right-click on a column letter and choose "Insert," a new column will be inserted to the left of the selected column, and the existing columns will be shifted to the right by one column.

When you insert a row or column, any existing data below or to the right of the new row or column will be shifted down or to the right, respectively, to make room for the new data. Any formulas or formatting applied to the cells will also be automatically adjusted to reflect the new location of the data.