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

Whenever you need to sum a single range of cells, whether a column, row or several adjacent columns or rows, you can have Excel AutoSum to automatically make an appropriate SUM formula for you.

* To sum a column A2:A6, select the cell immediately below the last value in the column.
* Click the AutoSum button on the formula  tab.
* Press the Enter key to complete the formula.

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

Alt + =

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

1. Open Excel and then click on File.
2. Go to Formulas Tab.
3. Look for Error checking rules and uncheck Formulas which omit cells in a region.
4. Click OK.

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

* Click on the cell.
* Press the Control key on the keyboard. Keep holding it down while you are selecting cells.
* Hold the left-click button on the mouse and drag it to the cells you want to select.

Keep repeating these steps for each cell. It’s an easy way to select non adjacent cells.

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

The column width dialogue box opens allowing you to set the exact width of the column.

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

A new row is inserted above the cell you originally selected.