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

If you need to sum a column or row of numbers, let Excel do the math for you. Select a cell next to the numbers you want to sum, click AutoSum on the Home tab, press Enter, and When you click AutoSum, Excel automatically enters a formula (that uses the [SUM function](https://support.microsoft.com/en-us/office/sum-function-043e1c7d-7726-4e80-8f32-07b23e057f89)) to sum the numbers.

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

“ALT + =,”

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

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

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

1. To select a range, select a cell, then with the left mouse button pressed, drag over the other cells.

Or use the Shift + arrow keys to select the range.

1. To select non-adjacent cells and cell ranges, hold Ctrl and select the cells.

**Q. 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.

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

* A new row is inserted above the cell(s) you originally selected.