

que1) How and when to use the Autosum command in excel?

When the entire column or row data needs to be added we use the autosum command even without using =sum formula. To do so, first the entire column or row which needs to be added, should be selected and press the autosum command in the home tab.

que2) What is the shortcut key to perform autosum?

Alt + =

que3) How do you get rid of formulas that omit adjacent cells?

This error occurs with the mathematical functions, like sum, avg, min,max. This error occurs when the cells with the similar values which you choose are not selected, and such error will be symbolised with the small triangle. To get rid of the error :

- Click on the triangle on the cell
- Click on the Ignore error option

que4) How do you select non-adjacent cells in excel 2016?

To select the non-adjacent cells, hold the CTRL key and select the cells you want, and to select some column or row, hold the ctrl key and select the row or column.

que5) What happens if you choose a column, hold down the alt key and press the letters ocw in quick succession?

The **Alt + OCW** command **changes the column width**.

que6) If you right click on a row references number and click on insert, where will the row be added?

An empty row will be added to the top of a selected row.