1.How and when to use autosum command in Excel?

* If you wants to sum a column or row of numbers,Excel perform the calculation.
* Select a cell next to the number you want to sum,click AUTOSUM on the Home tab,Press enter and its done.
* When you click Autosum,Excel automatically enters a formula(that uses the sum function)to sum the numbers.

2.Shortcut key to perform Autosum?

You can access the Autosum command from either the home tab or the formula tab,but the keyboard shortcut is even faster: Alt+=

3.How do you get rid of formula that omit adjacent cells?

When you update the formula to include the cells that you want to reference,Excel can properly evaluate it and display its result properly.

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

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

Use the shift+arrow keys to select the range.To select the non adjacent cells and cell ranges,hold ctrl and select the cells.

5.what happen if you choose a column,hold down the alt key and press the letter ocw in quick succession?

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

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

* 1. Click the row reference number where you want to insert a row.This will select and highlight the row.After ,making a spreadsheet in Excel,you sometime need to insert row between the existing rows.
  2. You van select the multiple rows to insert that amount of rows above the selection.
  3. For Example ,If you want to insert 3 blank rows above row 17,select rows 17,18 and 19.