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

Ans. f 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 you're done. When you click AutoSum, Excel automatically enters a formula (that uses the SUM function) to sum the numbers.

2. What is the shortcut key to perform AutoSum?

Ans. Alt+=AutoSum is a fast, easy way to add up multiple values in Excel. You can access the AutoSum command from either the Home tab or the Formulas tab, but there is a keyboard shortcut that makes it even faster: Alt+=. To use this shortcut, simply hold down the Alt key, then press the equals sign on your keyboard.

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

Ans. Uncheck formulas that omit cells

Launch your Excel sheet and then click on File. Navigate to Options and then select Formulas. Look for Error checking rules and uncheck Formulas which omit cells in a region. Click OK.

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

Ans. 1.Move the cell cursor to the first cell you want to highlight.

2.Press and release the F8 key on the keyboard to start Extended mode and to highlight the first cell.

3.Without moving the cell cursor, press and release the Shift+F8 keys on the keyboard together to shut off Extended mode.

4.Use the arrow keys on the keyboard to move the cell cursor to the next cell you wish to highlight. The first cell remains highlighted.

5.With the cell cursor on the next cell to be highlighted, repeat steps 2 and 3 above.

6.Continue to add cells to the highlighted range by using the F8 and Shift+F8 keys to start and stop Extended mode.

5. What happens if you choose a column, hold down the Alt key and press the letters

ocw in quick succession?

Ans. 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?

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