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

Go to formula tab, and select autosum in function library ribbon, it adds automatically when there is change in data points

2. What is the shortcut key to perform AutoSum?

Alt+= is the shortcut for autosum

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

Open Excel and then click on File.

Go 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?

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

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

ocw in quick succession?

Dialog box opens stating to choose column width.

6. If you right-click on a row reference number and click on Insert, where will the row

be added?

It will add row above the selected row reference number