* **How and when to use the AutoSum command in Excel?**

The AutoSum command is a useful feature in Microsoft Excel that allows users to quickly calculate the sum of a range of cells without having to manually enter a formula. Here's how and when to use the AutoSum command in Excel:

1. Select the cell where you want the sum to appear.
2. Click on the "AutoSum" button (the sigma symbol) in the "Editing" group on the "Home" tab of the Excel ribbon.
3. Excel will automatically select what it thinks is the range of cells you want to sum, based on adjacent cells that contain numbers. You can adjust the range by dragging over the cells you want to include in the sum, or by typing the cell range manually.
4. Once you have selected the range of cells, press "Enter" to complete the formula and display the sum in the selected cell.

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

In Microsoft Excel, the shortcut key to perform AutoSum is "Alt + =" (press and hold the "Alt" key, then press the "Equal Sign" key). This will automatically select the range of cells with numbers in the column or row above the active cell and insert the SUM formula into the cell. You can then press "Enter" to complete the formula and display the sum in the selected cell.

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

If you have a formula in Excel that omits adjacent cells, you can adjust the formula to include the missing cells by using one of the following methods:

1. Expand the cell range: To include adjacent cells that were omitted from the formula, you can manually adjust the range of cells referenced in the formula. Double-click on the cell containing the formula, then click and drag the cell handle to expand the range of cells to include the omitted cells.
2. Edit the formula: Another way to include omitted cells is to edit the formula directly. Double-click on the cell containing the formula to enter edit mode. Then, move the cursor to the location where you want to add the missing cells, and manually enter the cell references for those cells into the formula. Once you have made the necessary changes, press "Enter" to complete the formula and update the cell value.
3. Copy and paste the formula: If you have a formula that correctly references adjacent cells in one cell, you can copy and paste the formula to other cells that need to reference the same range of adjacent cells. Simply select the cell containing the formula, press "Ctrl + C" to copy the formula, then select the destination cells and press "Ctrl + V" to paste the formula into those cells.

By using one of these methods, you can adjust your formula to include adjacent cells that were previously omitted, and ensure that your calculations are accurate. do you select non-adjacent cells in Excel 2016?

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

To select non-adjacent cells in Excel 2016, you can use one of the following methods:

1. Hold down the "Ctrl" key while clicking on each individual cell that you want to select. This allows you to select multiple cells that are not next to each other.
2. Use the keyboard shortcut: First, select the first cell or range of cells that you want to select. Then, hold down the "Ctrl" key while selecting additional cells or ranges of cells that you want to add to your selection. For example, to select cells A1, C1, and E1, you would click on cell A1, hold down the "Ctrl" key, and then click on cells C1 and E1.
3. Use the "Name Box": Click on the "Name Box" located to the left of the formula bar and type the cell reference of the first cell or range of cells that you want to select. Then, hold down the "Ctrl" key and type in the cell reference of the additional cells or ranges of cells that you want to add to your selection, separated by commas. For example, to select cells A1, C1, and E1, you would type "A1,C1,E1" into the Name Box and then press "Enter".

By using one of these methods, you can easily select non-adjacent cells in Excel 2016 for editing, formatting, or other operations.

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

If you choose a column, hold down the Alt key, and press the letters "ocw" in quick succession, it will filter the selected column based on cell color. This is a keyboard shortcut for the "Filter by Colour" feature in Excel.

When you use this keyboard shortcut, Excel will display a drop-down menu that allows you to choose which color to filter by. You can select from a list of predefined colors or choose "Filter by Cell Colour" to filter by a custom color. Once you have selected the color to filter by, Excel will filter the selected column to display only the cells that match the selected color.

Note that this feature is only available if the cells in the selected column contain formatting applied to the cell background color. If there are no cells with formatting applied to the cell background color in the selected column, Excel will display an error message indicating that no matching cells were found.

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

If you right-click on a row reference number in Excel and click on Insert, a new row will be added above the row that you right-clicked on. This means that the row that was previously in that position, along with all the rows below it, will be shifted down by one row to make room for the new row.

For example, if you right-clicked on row 5 and selected Insert, a new row would be added above row 5, and the existing rows 5 through the end of the sheet would be shifted down by one row. The new row would become row 5, the old row 5 would become row 6, the old row 6 would become row 7, and so on.

This behavior is consistent with the default behaviors of the Insert command in Excel, which always inserts new rows or columns above the currently selected row or column, in order to maintain the integrity of any existing data and formulas in the worksheet.