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

The AutoSum command in Excel is used to quickly calculate the sum, average, count, maximum, or minimum of a range of cells. To use AutoSum, follow these steps:

* Select the cell below the range of cells you want to calculate.
* Click on the AutoSum button in the Editing group on the Home tab or use the shortcut key Alt + =.
* Excel will automatically select what it thinks is the range you want to calculate, so press Enter to accept the default or adjust the range if necessary.
* The result of the calculation will appear in the selected cell.

You can use AutoSum whenever you need to quickly calculate the sum, average, count, maximum, or minimum of a range of cells, without having to type out the formula manually. In short, AutoSum is a quick and easy way to perform simple calculations on a range of cells.

1. What is the shortcut key to perform AutoSum?

The shortcut key to perform AutoSum in Excel is Alt + =. This will automatically select what Excel thinks is the range you want to calculate, so you can press Enter to accept the default or adjust the range if necessary

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

* Select the cell with the formula that you want to get rid of.
* Press F2 to enter edit mode.
* Use the arrow keys to move the cursor to the part of the formula that you want to change.
* Press the Delete key to remove the part of the formula that is causing the issue.
* Press Enter to finish editing the formula.

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

* Click on the first cell that you want to select.
* Hold down the Ctrl key on your keyboard.
* Click on each additional cell that you want to select. You can click on cells that are not adjacent to the first cell you selected.
* Release the Ctrl key when you have finished selecting all the cells that you want to include in your selection.

1. What happens if you choose a column, hold down the Alt key and press the letters ocw in quick succession?
2. o" - This will select the Format Cells option in the Home tab ribbon.
3. "c" - This will select the Alignment tab in the Format Cells dialog box.
4. "w" - This will check the Wrap Text option in the Alignment tab of the Format Cells dialog box.

In other words, it will open the Format Cells dialog box and go directly to the Alignment tab where you can check the Wrap Text option to wrap text within a cell. This is a useful shortcut if you frequently need to adjust the formatting of cells in your Excel worksheet.

1. 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, the new row will be added immediately