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

Answer: Autosum function helps in finding the sum of numbers spread across rows or columns.

Only condition required to autosum is the values should be numbers and no other data formats like text, date etc.

1. What is shortcut key to perform AutoSum?

Answer: We use Alt + = on keyboard .

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

Answer: For turning off the notification for formula omits adjacent cells, please follow the below steps”:

1. Open any excel file and click on “File”.
2. Go to Options and then select formulas.
3. Go to option “Error checking rules” and uncheck the option “Formulas which omit cells in a region” and click OK.
4. How do you select non-adjacent cells in Excel 2016?

Answer: For selecting non adjacent cells we simply one cell, press and hold ctrl , then select the desired cells at your end.

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

Answer: Alt+OCW changes the column width.

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

Answer: Using the option of right clicking on a row number and clicking on insert, it helps in adding a new empty row or addition of copied row altogether from a new location. Same is the case with column as well but at a columnar level.