1. **How and when to use the AutoSum command in excel?***Answer:*  To use the AutoSum commands so select a cell next to the numbers you want to sum, click AutoSum on the Home tab, Press Enter.  
   If we need to add/sum the row/column numbers so we must use the AutoSum Function.
2. **What is the shortcut key to perform AutoSum?***Answer:*  The shortcut key for the AutoSum is “**ALT+=**”. To perform the AutoSum using the shortcut method then on next rows/columns cells Press Alt+= and AutoSum will apply automatically with all numbers.
3. **How do you get rid of Formula that omits adjacent cells?**

*Answer:*  > Open Excel and then click on file.  
 > Go to option and then select Formulas.  
 > Look for Error checking rules and uncheck formulas which omit cells in a region.  
 > Then Click OK.

1. **How do you select non-adjacent cells in Excel 2016?***Answer:*  Hold CTRL Key and then select the cells that you want.
2. **What happens if you choose a column, hold down the Alt key and press the letters OCW in quick succession?***Answer:*  If you choose any column, hold down the ALT key and press the letter OCW, then new box will open, and we can find the width of the column.
3. **If you right-click on a row reference number and click on Insert, where will the row be added?***Answer:*  >Select the row header of a row where you want the new row added. The entire row is highlighted.  
   >Right-click on the selected row to open the context menu.  
   >Choose Insert from the menu.  
   >A new row is added above the selected row.