1. How and when to use the AutoSum command in excel?- Autosum is used when you want the sum in the adjacent cell of the cells to be summed, it is done by pressing Alt+= or clicking Autosum in the cell adjacent to the cells to be summed.

2. What is the shortcut key to perform AutoSum?- Alt+=

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

Go to **File >> Options >> Formulas**.

Under **Error checking rules** uncheck the field called **Formulas which omit cells in a region**.

4. How do you select non-adjacent cells in Excel 2016?- By pressing Ctrl key

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

ocw in quick succession?-Change column width

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

be added?- Above the selected row.