1. If we need to sum a column or row of numbers automatically. Then excel will enters the formula automatically in case of huge datasets select a cell in which column or row we want to sum then click autosum function on the homepage then press enter
2. Shortcut key for autosum is Alt + =
3. Uncheck formulas that omits adjacent cells.

a)open the excel sheet then click on file

b) open the option formula.

c) look for error checking rules and uncheck “FORMULA WHICH OMIT CELLS IN REGION”

d) click on ok

1. To select the adjacent cells Shift + arrow keys to select the range. Or hold Ctrl and select the cells.
2. The contents of the first cell in the selected column will be replaced with the letters ‘ocw’.
3. If you right-click on a row reference number and click on Insert,then then the row will added above the reference row.