

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

Ans - Autosum is a very handy tool in Excel to sum cells very fast. Autosum adds up a range of numbers automatically and places the result in a nearby cell.

2. What is the shortcut key to perform AutoSum?

Ans – Auto Sum =(Alt+=)

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

Ans- Uncheck formulas that omit cells, there are cells near the ones in your formula that are of a similar format and Excel thinks that you might have missed them by accident.

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

Ans- Along with your mouse, you also need the computer keyboard to select one or more rows and columns.

- Click on the cell.
- Press the Control key on the keyboard. Keep holding it down while you are selecting cells.
- Hold the left-click button on the mouse and drag it to the cells you want to select.

Keep repeating these steps for each cell. It's an easy way to select non adjacent cells.

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

ocw in quick succession?

Ans - The contents of the first cell in the selected column will be replaced with the letters 'O-C-W'.

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

Ans - A new row is inserted above the cell(s) you originally selected.