**Q1. How and when to use the AutoSum command in excel?**

**Ans:** You can access the AutoSum command from either the Home tab or the Formulas tab, but there is a keyboard shortcut that makes it even faster: **Alt+=**. To use this shortcut, simply hold down the Alt key, then press the equals sign on your keyboard.

the most useful and commonly used command is the AutoSum command. The AutoSum command uses the SUM function to add two or more cell references without making you type those cell references yourself.

**Q2. What is the shortcut key to perform AutoSum?**

**Ans:** The Shortcut Key To Perform AutoSum Function

**ALT +** =

**Q3. How do you get rid of Formula that omits adjacent cells?**

**Ans :** These are the steps to rid of Formula that omits Adjacent cells:

1. Open Excel and then click on File.
2. Go to Options and then select Formulas.
3. Look for Error checking rules and uncheck Formulas which omit cells in a region.
4. Click OK.

**Q4. How do you select non-adjacent cells in Excel 2016?**

**Ans:** Click on the first cell that you want to be selected. This will now become the active cell. Hold the Control key on your keyboard. Left-click on the mouse and drag to make the selection.

**Q5. 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'.

**Q6. If you right-click on a row reference number and click on Insert, where will the row be added?**

**Ans:** If we right-click on a row reference number and click on Insert, the new row will be addedabove the cells you originally selected.