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

Answer: By Using Shortcut ‘Alt’ + ‘=’. This is used when we need total values of the information i.e., Numbers.

2. What is the shortcut key to perform AutoSum?

Answer: ‘Alt’ + ‘=’

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

Answer: File = Options = Formulas = Check Rules = Uncheck formulas which omit cells in a region/

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

Answer: Hold Ctrl and Click on Required Information with using Mouse.

5. What happens if you choose a column, hold down the Alt key and press the letters ocw in quick succession?

Answer: 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?

Answer: Right of the selected Row.