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

The auto sum function is use to add the multiple values. when you select autosum excel do it for u automatically, sum can be done on row or columns. To do the autosum select the cell next to the value that u want to sum and click autosum which is on the home tab and then press enter

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

The shortcut key to use autosum is **Alt + = .** you can do it by two ways

* select the cell next to the value that u want to sum and the press Alt + =, excel will automatically generate formula for u then press enter.
* Select the columns that you want to add the then press Alt+ =, you will get the answer.

1. **How do you get rid of Formula that omits adjacent cells?**
2. Select the cell were error is occur
3. Then click the drop-down arrow next to error sign
4. And click on Ignore Error
5. **How do you select non-adjacent cells in Excel 2016?**
6. Click on the cell you want to select .
7. Hold the Ctrl key and then select the cells that you want.
8. After selecting all the cells release the key.
9. **What happens if you choose a column, hold down the Alt key and press the letters ocw in quick succession?**

The column get width enough that one can see values or text written in it. The width changes when we press Alt key + ocw.

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

When we click on insert, a new row is added above the row that you have selected.