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

If you need to sum a column or row of numbers, let Excel do the math for you. Select a cell next to the numbers you want to sum, click AutoSum on the Home tab, press Enter, and you're done. When you click AutoSum, Excel automatically enters a formula (that uses the SUM function) to sum the numbers.

**2) What is the shortcut key to perform AutoSum?**

Alt+=

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

* To turn off the notification "Formula Omits Adjacent Cells" you're getting, kindly follow the steps below:
* Open Excel and then click on File.
* Go to Options and then select Formulas.
* Look for Error checking rules and uncheck Formulas which omit cells in a region.
* Click OK

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

* With your mouse, click the first cell you want to highlight. This cell becomes the active cell.
* Press and hold the Ctrl key on the keyboard.
* Click the rest of the cells you want to highlight.
* Once the desired cells are highlighted, release the Ctrl key.
* Do not click anywhere else with the mouse pointer once you release the Ctrl key or you will clear the highlight from the selected cells.
* If you release the Ctrl key too soon and wish to highlight more cells, press and hold the Ctrl key again and click the additional cell(s).

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

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?**

A new row is added at the bottom of the table