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

The AutoSum command in Excel is a quick and convenient way to automatically add up a range of numbers in a column or row. It saves time by automatically generating the SUM formula for the selected range. Here's how to use the AutoSum command:

Select the cell where we want the sum to appear. For example, if we want the sum to appear in cell A10, select that cell.

Click on the AutoSum button located in the Home tab of the Excel ribbon. It is represented by the Greek letter sigma (Σ) and is usually positioned in the Editing group.

Excel will attempt to automatically determine the range of cells to be summed based on the adjacent cells. If the range is correctly identified, press Enter to accept the formula and display the sum.

If Excel did not select the desired range, we can manually adjust the range by dragging the selection handles to include the desired cells or by typing the range manually. Press Enter to accept the formula and display the sum

2. What is the shortcut key to perform AutoSum?

The shortcut key to perform AutoSum in Excel is Alt + Equals (=). Pressing Alt + Equals in a cell will automatically add the SUM function and select the adjacent range for we to sum.

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

To get rid of a formula that omits adjacent cells and convert it to a static value, we can use the "Paste Values" option. Here's how:

Select the cell(s) containing the formula we want to convert.

Right-click and choose "Copy" or press Ctrl + C to copy the cell(s).

Right-click on the same cell(s) or a different location where we want to paste the values.

In the right-click menu, choose "Paste Values" or click on the down arrow below the Paste button in the Home tab and select "Paste Values." This will replace the formulas with their resulting values.

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

To select non-adjacent cells in Excel 2016, follow these steps:

Select the first cell or range of cells by clicking and dragging.

Hold down the Ctrl key (Command key on Mac) while selecting additional cells or ranges. we can click on individual cells or drag to select multiple ranges.

Release the Ctrl key when we have selected all the non-adjacent cells or ranges we need.

The selected non-adjacent cells will be highlighted, and we can perform actions on them as a group.

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

If we choose a column, hold down the Alt key, and press the letters "ocw" in quick succession, it activates the "AutoFit Column Width" command. This command automatically resizes the selected column to fit the widest content within it.

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

If we right-click on a row reference number and click on Insert, the new row will be inserted above the selected row. For example, if we right-click on row 5 and choose "Insert," a new row will be added between row 4 and row 5, pushing the existing rows down. The inserted row will take the row number of the selected row (in this case, row 5), and the original row 5 and subsequent rows will be shifted down by one row.