1. The AutoSum command in Excel is used to quickly add up a column or row of numbers.

To use the AutoSum command, follow these steps:

* Select the cell below or to the right of the column or row we want to add up.
* Click the AutoSum button (Σ) on the Home tab of the Ribbon.
* Excel will automatically select the range of cells to be summed, based on the cells adjacent to the selected cell.
* Press Enter to complete the formula.

1. The shortcut key to perform AutoSum in Excel is "Alt + =" (press and hold the Alt key and then press the equals sign key).
2. If we have a formula in Excel that omits adjacent cells that we want to include, we can modify the formula to include those cells:

* Select the cell that contains the formula we want to modify.
* Click in the formula bar at the top of the Excel window to edit the formula.
* Change the cell references in the formula to include the cells that were omitted. We can do this by clicking and dragging to select the cells we want to include, or by manually typing in the cell references.
* Press Enter to apply the changes to the formula.

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

* Click on the first cell we want to select.
* Hold down the "Ctrl" key on we keyboard.
* Click on the next cell we want to select. Keep holding down the "Ctrl" key while clicking on each additional cell we want to select.
* Release the "Ctrl" key when we have selected all of the cells we want.

1. If we choose a column in Excel, hold down the Alt key, and press the letters "ocw" in quick succession, it will hide the selected column. This keyboard shortcut hides the selected column and moves the adjacent columns to the left to fill the space left by the hidden column.
2. If we right-click on a row reference number in Excel and click on "Insert", the new row will be added above the row that we right-clicked on.