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

Ans : Whenever you need to sum a single range of cells, whether a column, row or several adjacent columns or rows, you can have Excel AutoSum to automatically make an appropriate SUM formula for you.

Select a cell next to the numbers you want to sum:

* To sum a column, select the cell immediately below the last value in the column.
* To sum a row, select the cell to the right of the last number in the row.
* Click the AutoSum button on either the Home or Formulas tab.
* Press the Enter key to complete the formula.

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

Ans :  Alt+= to use this shortcut, simply hold down the Alt key, then press the equals sign on your keyboard.

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

Ans :

* 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?**

Ans :

* Click on the first cell that you want to be selected. This will now become the active cell.
* Hold the Control key on your keyboard.
* Left-click on the mouse and drag to make the selection.
* Leave the mouse click. At this point, you would have a selection. Continue to hold the Control key.
* Place the cursor on the second cell/range that you want to select.
* Left-click on the mouse and drag to make the selection
* Leave the mouse click. This would select two non-contiguous range of cells.
* Release the Control key.

**5**. **What happens if you choose a column, hold down the Alt key and press the letters**

**ocw in quick succession?**

Ans : You can insert a value in the column width dialogue box for how wide you would like a column to be. This is especially useful if you have several non-adjacent columns that you need to be the same width.

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

Ans : Right-click the whole row above which you want to insert the new row, and then select Insert Rows. A new row is added at the bottom of the table.