Answer 1: We use the autosum function when we do not want to write the formula to sum the values. To do autosum we first select the cells and then click on AutoSum function on the ribbon or else we press Alt+= to perform it.

Answer 2: The shortcut for autosum function is Alt+ =(Alt plus equal to sign)

Answer 3:

1. File🡪Options🡪Formulas
2. Error Checking Rules🡪 uncheck the field called ‘**Formulas which omit cells in a region’**.

Answer 4:

1. We can select the first cell and then press Ctrl and select the other cells.
2. We can select the first cell and then press Shift+F8 keys and then select the other columns that we want to select.

Answer 5: The column width dialogue box opens allowing you to set the exact width of the column.

Answer 6: The row will be added above it.