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

The **AutoSum command** in Excel is a convenient way to quickly calculate and insert **common functions (like SUM, AVERAGE, COUNT, etc.) into a cell** without manually typing out the formula.

**How to Use AutoSum:**

1. **Select the Cell:** Click on the cell where you want the calculation result to appear. This is typically the cell immediately below or to the right of a column or row of numbers you want to sum or perform another calculation on.
2. **Go to the Formulas Tab:** In the Excel ribbon, navigate to the "Formulas" tab.
3. **Click on AutoSum:** Under the "Function Library" group in the "Formulas" tab, you'll find the AutoSum button. Click on it.
4. **What is the shortcut key to perform AutoSum?**

In Microsoft Excel, the shortcut key to perform AutoSum is:

**Alt + Equals (=)**

**Pressing Alt and Equals together will activate the AutoSum feature,** and Excel will automatically suggest a range for the calculation based on the adjacent cells.

**You can then press Enter to apply the selected function (usually SUM) to the suggested range.**

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

To fix a formula in Excel that omits adjacent cells:

1. Select the cell with the formula.
2. Edit the formula in the formula bar (F2 or click in the formula bar).

1. Modify the formula to include the missing adjacent cells using proper operators.
2. Press Enter to recalculate.
3. Verify that the formula now includes all necessary adjacent cells and computes the desired result.
4. **How do you select non-adjacent cells in Excel 2016?**

In Microsoft Excel 2016, you can select non-adjacent cells (cells that are not next to each other) using the following methods:

**Method 1: Hold Down the Ctrl Key:**

1. Click on the first cell that you want to select.
2. While holding down the Ctrl key (Command key on Mac), click on each additional cell you want to include in your selection. Each clicked cell will be added to the selection, even if they are not adjacent.

**Method 2: Use the Shift Key (for consecutive selections):**

If you want to select a range of cells that are not adjacent but follow a consecutive pattern, you can use the Shift key:

1. Click on the first cell you want to select.
2. Hold down the Shift key.
3. Click on the last cell of the range you want to select.
4. Excel will select all cells in between the first and last cell.

**Method 3: Select Non-Adjacent Columns or Rows:**

If you want to select entire columns or rows that are not adjacent:

1. Click on the header of the first column or row you want to select.
2. Hold down the Ctrl key (Command key on Mac).
3. While holding Ctrl,

Click on the headers of the other non-adjacent columns or rows you want to select.

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

In Microsoft Excel, **if you choose a column, hold down the Alt key, and then press the letters "o," "c," and "w" in quick succession,** it will activate a keyboard shortcut sequence.

**This specific sequence is used for the following actions:**

1. **"o":** **Opens the "Format"** menu.
2. **"c": Selects the "Column Width...**" option from the "Format" menu.
3. **"w": Initiates the "Column Width" dialog box**, allowing you to specify a custom width for the selected column.

So, by using the Alt key in combination with these letters, you can quickly access and adjust the width of the selected column in Excel.

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

If you right-click on a row reference number (the number on the left side of the Excel worksheet indicating the row) and then click on "Insert,"

**Excel will add a new row immediately above the row that corresponds to the row reference number you right-clicked on.**

For example, if you right-click on row 5 and choose "Insert," Excel will insert a new row between the existing rows 4 and 5, pushing the content of row 5 down one row.