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

Ans – When we need to sum a single range of column or row we use AutoSum function that will automatically sum the terms.

1. What is the shortcut key to perform AutoSum?

Ans – Ctrl + =

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

Ans- Go in Formula tab and uncheck the formula which omit cells in a region.

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

Ans - By shift + F8

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

Ans – The content in the first cell that are selected replaced by the O-C-W letter.

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

Ans – The row will be added just above the row no. which is selected.