1. To use AutoSum command in excel first we have to **Select a cell next to the numbers we want to sum and click AutoSum on the Home tab then press Enter**. When we click AutoSum, Excel automatically enters a formula (that uses the SUM function) to sum the numbers.

This is how we have to use AutoSum command in excel whenever we need to add some numbers.

1. We can quickly insert the AutoSum formula by typing the. + SHIFT + T keyboard shortcut.
2. To get rid of formula that omits adjacent cells

We have to follow these steps:

1. Open Excel and then click on File.
2. Go to Options and then select Formulas.
3. Look for Error checking rules and uncheck Formulas which omit cells in a region.
4. Click OK.
5. To select non-adjacent cells and cell ranges, **hold Ctrl and select the cells**.
6. If we select a column, hold down the Alt key and press the letters ocw in quick succession then **the contents of the first cell in the selected column will be replaced with the letters 'O-C-W'**.
7. If we right-click on a row reference number and click on insert the row be added:

To insert a single row: **Right-click the whole row above which you want to insert the new row, and then select Insert Rows**.

To insert multiple rows: Select the same number of rows above which you want to add new ones. Right-click the selection, and then select Insert Rows.