1. How and when to use the AutoSum command in excel?
When there is a requirement to quickly calculate the sum of the multiple values placed above a certain row, auto sum command is used. It can be used from the home tab or formula tab. It can be added to the quick access toolbar also.

2. What is the shortcut key to perform AutoSum?
The shortcut key to auto sum is Alt + =. To use this shortcut, simply hold down the Alt key, then press the equals sign on the keyboard.

3. How do you get rid of Formula that omits adjacent cells?
We can click on ignore error or update formula to include adjacent cells as per requirement.

4. How do you select non-adjacent cells in Excel 2016?
To select non adjacent cells in excel 2016, we can hold down the Ctrl key and then click on the cells to be selected.

5. What happens if you choose a column, hold down the Alt key and press the letters ocw in quick succession?
It asks to enter column width for selected column.

6. If you right-click on a row reference number and click on Insert, where will the row be added?
 On top of the row on which right clicked