

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

**Ans.** Autosum is a very handy tool in Excel to sum cells very fast. Autosum **adds up a range of numbers automatically and places the result in a nearby cell**. To perform Autosum, click a nearby cell and click Autosum on the Home tab and press Enter.

**2) What is the shortcut key to perform AutoSum?**

**Ans.** Alt +=

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

**Ans.** To Uncheck formulas that omit cells :

Launch your Excel sheet and then click on File. Navigate to Options and then select Formulas. Look for Error checking rules and uncheck Formulas which omit cells in a region. Click OK.

**4) How do you select non-adjacent cells in Excel 2016?**

1. **Ans.** With your mouse, click the first cell you want to highlight. This cell becomes the active cell.
2. Press and hold the Ctrl key on the keyboard.
3. Click the rest of the cells you want to highlight.
4. Once the desired cells are highlighted, release the Ctrl key.
5. Do not click anywhere else with the mouse pointer once you release the Ctrl key or you will clear the highlight from the selected cells.
6. If you release the Ctrl key too soon and wish to highlight more cells, press and hold the Ctrl key again and click the additional cell(s).

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

**Ans.** The contents of the first cell in the selected column will be replaced with the letters 'O-C-W'

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

**Ans.** A new row is inserted **above the cell(s) you originally selected**.