**Q1 : How and when to use the AutoSum command in excel?**

Ans : Select a cell next to the numbers you want to sum, click AutoSum on the Home tab, press Enter.

**Q2 : What is the shortcut key to perform AutoSum?**

Ans :  ALT + =

**Q3 : How do you get rid of Formula that omits adjacent cells?**

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

**Q4 : How do you select non-adjacent cells in Excel 2016?**

Ans : To select a range, select a cell, then with the left mouse button pressed, drag over the other cells. Or use the Shift + arrow keys to select the range. To select non-adjacent cells and cell ranges, hold Ctrl and select the cells.

**Q5 : What happens if you choose a column, hold down the Alt key and press the letters ocw in quick succession?**

Ans : The column width dialogue box opens allowing you to set the exact width of the column.

**Q6 : If you right-click on a row reference number and click on Insert, where will the row be added?**

Ans : Right-click a row next to where you want to add data, point to Insert in the menu, and select an insertion option