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

If we need to sum a column or row of numbers we can use autosum , select cell click on auto sum right side of workbook near fill icon.

1. What is the shortcut key to perform AutoSum?

ALT+=

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

Open Excel and then click on File,Go to Options and then select Formulas.

Look for Error checking rules and uncheck Formulas which omit cells in a region, Click OK.

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

Ctrl and select the cells or use shift + arrow key to select the range.

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

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?

New row will be inserted above the row selected