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

The AutoSum command in Excel is a useful feature that allows you to quickly add up a range of numbers. Here are some steps on how and when to use the AutoSum command:

Open a new or existing Excel worksheet.

Select the cell where you want the sum to appear.

Click on the "AutoSum" button in the "Editing" group on the "Home" tab of the Excel ribbon. The AutoSum button looks like the Greek letter sigma (∑) and is located in the upper right corner of the "Editing" group.

Excel will automatically select a range of cells that it thinks you want to add. You can accept this range by pressing Enter, or you can modify it by clicking and dragging over the cells you want to sum.

Press Enter to complete the formula and display the sum in the selected cell.

The AutoSum command is especially useful when you need to quickly calculate the total of a range of numbers in a column or row. It can also be used to add up non-adjacent cells or to insert a subtotal row or column in a larger data set.

Q2. What is the shortcut key to perform AutoSum?

The shortcut key to perform AutoSum in Excel is "Alt + =" (equals sign).

To use this shortcut, select the cell where you want to place the sum, then press and hold the Alt key and the equals sign (=) key simultaneously. Excel will automatically select what it thinks is the range of cells you want to sum, and you can press Enter to complete the formula and display the sum in the selected cell. If the range selected by Excel is not correct, you can modify it by clicking and dragging over the cells you want to include in the sum.

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

If a formula in Excel is omitting adjacent cells that you want to include in the calculation, you can modify the formula to include those cells. Here's how:

Select the cell that contains the formula you want to modify.

Click in the formula bar at the top of the Excel window to edit the formula.

Move the cursor to the point in the formula where you want to add the omitted cells.

Type a plus sign (+) to add the omitted cells to the formula.

Select the cells that you want to add to the formula.

Press Enter to complete the modified formula.

For example, if your original formula was "=SUM(A1:A5)" but you wanted to include cell A6 in the calculation, you could modify the formula to "=SUM(A1:A6)" by typing a plus sign after "A5" and selecting cell A6.

Alternatively, you can use the AutoSum button to quickly add adjacent cells to a formula. Simply select the cell where you want the sum to appear, click the AutoSum button on the ribbon, and Excel will automatically select the range of adjacent cells for the sum. If the range is not correct, you can modify it by clicking and dragging over the cells you want to include.

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

To select non-adjacent cells in Excel 2016, follow these steps:

Click on the first cell you want to select.

Hold down the "Ctrl" key on your keyboard.

Click on each additional cell you want to select. You can click on cells in any order and even select cells in different areas of the worksheet.

When you have selected all the cells you want, release the "Ctrl" key.

The selected cells will be highlighted with a dotted border to indicate that they have been selected.

Alternatively, you can use the "Shift" key to select a range of cells. To do this, click on the first cell in the range, hold down the "Shift" key, and click on the last cell in the range. Excel will select all the cells between the first and last cell that you clicked on.

Note that when you have non-adjacent cells selected, you may need to use a different type of formula to perform calculations on the cells. For example, you may need to use the SUM function and reference each cell individually, separated by commas, rather than using a range reference.

Q5. What happens if you choose a column, hold down the Alt key and press the letters

ocw in quick succession?

If you choose a column in Excel, hold down the Alt key, and press the letters "ocw" in quick succession, it will trigger the "Column Width" command. This command allows you to set the width of the selected column to a specific value.

After pressing the "ocw" keys, you will see the "Column Width" dialog box appear. In this dialog box, you can enter a value for the width of the column in either inches or pixels. Once you have entered the value, click the "OK" button to set the column width.

This keyboard shortcut is a quick way to access the "Column Width" command without having to navigate through the Excel ribbon or menus. However, it's important to note that this keyboard shortcut only works when you have a single column selected. If you have multiple columns selected, the shortcut will not work.

Q6. If you right-click on a row reference number and click on Insert, where will the row

be added?

If you right-click on a row reference number in Excel and click on "Insert," the new row will be inserted above the selected row. In other words, the existing row will be moved down to make room for the new row.

For example, if you right-click on row 5 and select "Insert," a new row will be inserted above row 5, and the original row 5 will become row 6. The new row will have the same formatting and content as the row immediately above it.

You can also insert multiple rows at once by selecting multiple rows before you right-click and choose "Insert." The new rows will be inserted above the first selected row and move the existing rows down accordingly.