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

Ans) If you need to sum a column or row of numbers. Select a cell next to the numbers you want to sum, click AutoSum on the Home tab, press Enter, and you're done. When you click AutoSum, Excel automatically enters a formula (that uses the SUM function) to sum the numbers. Autosum is used to automatically add up the numbers in a few clicks to save time.For example , if we have the values of sales from cells A1 to A6 , so if we want the total values then we will select the A7 cell and click on the Autosum on the homebar.It will automatically select the cells bar from the A1-A6 then it will get the result by hitting enter button.

2.What is the shortcut key to perform AutoSum?

Ans) Alt + =

AutoSum is a fast, easy way to add up multiple values in Excel. You can access the AutoSum command from either the Home tab or the Formulas tab, but there is a keyboard shortcut that makes it even faster: Alt + =.for example,if we have the values from A1-A6 then by selecting the ALT + = in the cell A7 then it will automatically select the cells and gives the desired total no of values.

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

Ans)  **Uncheck formulas that omit cells**

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

Graphical user interface, application, table, Word

Description automatically generated

Here in the above image that we are getting the resut acordin the forula that we have enetered but also getting theerror warning that states **Formula that omits adjacent cell** which excel is telling us that we may have forgotten a value present in cell L157 in order to fix this we can use;

* Either we ca change the array to L154:L157
* Or we can delete the value in cell 157
* We can also select the option ignore error form the error list.

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

Ans) There are different ways to do it

1. By using the mouse – select the 1st cell then press and hold the CTRL key and keep selecting the cells using the mouse which you want to select.
2. Using Name Box – By clicking the name box and entering the cell reference which we want to select by putting the comma into it. A1, B5, C5:C10.
3. We an also do this with the help Find and Replace command – by pressing the Find and Replace box and typing value which we want to find > Find all > Hold CTRL key and press A > close the dialog box it will select all the values with matching values.0

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

Ans) It will open a dialogue box - The column width dialogue box opens allowing you to set the exact width of the column.

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

Ans) It will insert a entire row above the row which we have selected. For example – if we right on row number 2 and click on insert then it will push the values of row 2 in row 3 and will insert a new blank row in 2.