

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

If you need to sum a column or row of numbers, let Excel do the math for you. 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.

2. What is the shortcut key to perform AutoSum?

**Alt+=**

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

The error you are getting means that there are cells near the ones in your formula that are of a similar format and Excel thinks that you might have missed them by accident

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

To select the non-adjacent cells, press Shift+F8. This, in turn, enables the Add or Remove Selection mode.

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

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