1. How and when to use the AutoSum command in excel?
   - The AutoSum command in Excel is a quick and convenient way to automatically calculate the sum of a range of cells. It eliminates the need for manually entering the SUM formula. You can use the AutoSum command when you want to quickly add up a series of numbers, such as a column or row of data.
   - To use the AutoSum command:
   - Select the cell where you want the sum to appear.
   - Click on the AutoSum button in the toolbar (Σ symbol). Excel will automatically attempt to determine the range of cells to include in the sum based on the adjacent data.
   - Press Enter to apply the AutoSum and display the calculated sum in the selected cell.

2. What is the shortcut key to perform AutoSum?
   - The shortcut key to perform AutoSum in Excel is "Alt" + "=" (equals sign). Pressing these keys together will automatically select the range of cells above or to the left of the active cell and insert the SUM formula in the cell.
   - For example, if you want to calculate the sum of a column of numbers, you can:
   - Select the cell below the column of numbers.
   - Press "Alt" + "=" (equals sign) on your keyboard.
   - Excel will automatically select the range of cells above the active cell (in this case, the column of numbers) and insert the SUM formula.
   - Press Enter to apply the AutoSum and display the calculated sum.

3. How do you get rid of Formula that omits adjacent cells?
   - To get rid of a formula that omits adjacent cells and replace it with static values, you can follow these steps:
   - Select the cell or range of cells that contain the formula you want to remove.
   - Copy the selected cell(s) by pressing "Ctrl+C" on your keyboard or right-clicking and choosing "Copy" from the context menu.
   - Right-click on the same cell(s) again and select "Paste Values" from the Paste Options menu. This option is represented by a clipboard icon with a "123" label.
   - The formula will be replaced with the calculated values, and any references to adjacent cells will be removed.
   - You can now delete or overwrite the original formula if desired.

4. How do you select non-adjacent cells in Excel 2016?
   - To select non-adjacent cells in Excel 2016, you can follow these steps:
   - Click on the first cell you want to select.
   - Hold down the "Ctrl" key on your keyboard.
   - While holding down "Ctrl," click on each additional cell you want to include in the selection. You can select cells from different parts of the worksheet.
   - Release the "Ctrl" key when you have selected all the desired non-adjacent cells.

- By holding down the "Ctrl" key and clicking on different cells, you can create a non-contiguous or non-adjacent selection in Excel 2016. This allows you to perform actions on multiple specific cells, such as formatting, deleting, or applying functions or formulas to the selected cells.

5. 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, the following actions will take place:
- "O": The column will be sorted in ascending order based on the values in the selected column. This is equivalent to selecting the column, going to the "Data" tab in the Excel toolbar, and clicking on the "Sort A to Z" button.
- "C": The selected column will be cleared, removing the data and leaving the cells empty. This is equivalent to selecting the column and pressing the "Delete" key on your keyboard or using the "Clear" option in the Excel toolbar.
- "W": This command is not a standard Excel shortcut. It does not perform any built-in action in Excel. It is possible that it may be associated with a custom macro or function if you have any specific customization in your Excel environment.
- To summarize, by choosing a column, holding down the "Alt" key, and pressing "ocw" in quick succession, the selected column will be sorted in ascending order based on its values, the data in the column will be cleared, and the action associated with the "W" key, if any, will be executed.

6. 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 added directly above the row that corresponds to the row reference number you clicked on.
- For example, let's say you right-click on the row reference number "5" and choose "Insert." In this case, a new row will be inserted above row 5, shifting all the existing rows below it down by one row.
- The newly inserted row will inherit the formatting and data validation rules from the row above it, including any formulas or cell styles. Any content present in the row above will be shifted down to the newly inserted row.