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

Ans.- when we 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.

1. What is the shortcut key to perform AutoSum?

Ans.- Alt+=

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

Ans.- Following are the steps- 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 then Click OK.

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

Ans.- To select non-adjacent cells and cell ranges, hold Ctrl and select the cells.

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

Ans.- The contents of the first cell in the selected column will be replaced with the letters 'O-C-W'.

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

Ans.- A new row is inserted above the cell(s).