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

**Ans:** Whenever you need to sum a single range of cells, whether a column, row or

several adjacent columns or rows, you can have Excel AutoSum to automatically make

an appropriate SUM formula for you.

To use AutoSum in Excel, just follow these 3 easy steps:

* Select a cell next to the numbers you want to sum:
* To sum a column, select the cell immediately below the last value in the column.
* To sum a row, select the cell to the right of the last number in the row.

Click the AutoSum button on either the Home or Formulas tab.

A Sum formula appears in the selected cell, and a range of cells you're adding gets highlighted

Press the Enter key to complete the formula.

Now, you can see the calculated total in the cell, and the SUM formula in the formula bar.

**Q2. What is the shortcut key to perform AutoSum?**

**Ans:** To perform an auto sum in Excel for the values you have in the cells above the

active cell or the values in the cells from the left, you can use the shortcut key **Alt + =.**

When you press this shortcut key, it inserts the sum function in the active cell by

referring to the range that’s above or on the left.

But if you have values on the left side as well as above the active cell, it will insert an

autosum further about values. There’s one more thing when you press the shortcut key,

it inserts the function, but you need to press enter to get the result.

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

**Ans: steps to follow:**

* Open Excel and then click on File.
* Go to Optionsand then select Formulas.
* Look for Error checking rules and uncheck Formulas which omit cells in aregion.
* Click **OK**.

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

**Ans: Steps to select non-adjacent cells:**

* Click on the first cell that you want to be selected. This will now become

the [active cell](https://trumpexcel.com/active-cell-vba-excel/).

* Hold the Control key on your keyboard.
* Left-click on the mouse and drag to make the selection.
* Leave the mouse click. At this point, you would have a selection. Continue to hold the Control key.
* Place the cursor on the second cell/range that you want to select.
* Left-click on the mouse and drag to make the selection.
* Leave the mouse click. This would select two non-contiguous range of cells.
* Release the Control key.

**Q5. 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’.

**Q6. 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) you originallyselected.