

① how and when to use the autosum command in excel?

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, and press enter you done.

② what is the shortcut key to perform Autosum?

Alt+=

You can access the autosum command from either the home tab bar.

③ how do you get rid of formula that omits adjacent cells?

* open Excel and then click on file
* Go to options and then select
Formulas.

* Look for error checking
and uncheck formulas which

omit cells in a region.

* click OK.

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

To select a range, select a cell, then with the left mouse button pressed, drag over the other cells or use the shift + arrow keys to select the range. To select non-adjacent cells and cell ranges, hold ctrl and select the cells.

⑤ what happens if you choose a column, hold ~~the~~ down the Alt key and press the letters on quick succession?

when you select a column hold down the Alt key and press the letters on 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 cells you originally selected.