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

The AutoSum command in Excel is used to quickly sum a range of cells. To use it, select a cell next to the range of cells that you want to sum. Then, click on the AutoSum button, which is located on the Home tab of the ribbon in the Editing group. Alternatively, you can press the shortcut key combination "Alt + =" on your keyboard to activate the AutoSum command. Excel will automatically select the range of cells to sum based on the location of the active cell and the data in the adjacent cells. Once the range is selected, press enter to complete the sum.

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

The shortcut key to perform AutoSum in Excel is "Alt + =". You can also use "Ctrl + Shift + '" to perform the same function.

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

If an AutoSum formula in Excel is omitting adjacent cells that you want to

include in the sum, there are a couple of ways to fix it:

Manually edit the range: Click on the cell that contains the AutoSum formula, then click on the formula bar at the top of the sheet to edit the range. You can manually type in or select the cells you want to include in the sum.

Use the mouse to select the range: Click on the AutoSum button, then use your mouse to select the cells you want to include in the sum.

Use the keyboard to select the range: After you have activated the AutoSum function by pressing the "Alt + =" or "Ctrl + Shift + '" , you can use the arrow keys to select the range of cells you want to include in the sum.

Use the SUM Function: Instead of AutoSum, you can use the SUM function to manually specify the range of cells you want to sum. The syntax is =SUM(range of cells).

1. **How do you select non-adjacent cells in Excel 2016?**
2. Click on the first cell that you want to select.
3. Press and hold the Ctrl key on your keyboard.
4. Click on any additional cells that you want to select.
5. Release the Ctrl key.
6. **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 and hold down the Alt key and press the letters "ocw" in quick succession, nothing will happen. This is not a default shortcut in Excel. It's important to note that Excel does not have a built-in shortcut that uses the Alt key and the letters "ocw" together. You can customize the shortcuts by going to File > Options > Customize Ribbon > Customize. And then you can assign a shortcut to a particular command or a macro. Please be careful when using the Alt key, as it is often used in combination with other keys to activate various Excel functions and commands.

1. **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 row will be added above the selected row. For example, if you right-click on row 5 and select "Insert", a new blank row will be added above row 5, and the existing rows below it will be shifted down. This is useful when you want to add a new row of data in between existing rows. Also, you can use the ribbon menu to do the same thing, by going to Home > Insert > Insert Sheet Rows. It's also important to note that if you select a range of rows and then right-click and choose "Insert", multiple rows will be added, one above each of the selected rows.