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

The AutoSum command in Excel is a quick and convenient way to add up a column or row of numbers. It's particularly useful when you want to perform a basic sum operation without manually typing the SUM function. Here's how and when to use the AutoSum command

Select the Cell Below or to the Right of the Data

Go to the "Home" Tab

Click on the AutoSum Button

Press Enter

1. What is the shortcut key to perform AutoSum?

The shortcut key to perform AutoSum is Alt + = (press and hold the "Alt" key and then press the "Equals" key). This shortcut is a quick way to apply the AutoSum function to a column or row of numbers without going to the ribbon.

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

* Click on the cell containing the formula that you want to replace.

Copy the Cell (Ctrl + C or Right-click and select Copy):

* Copy the cell with the formula. You can use the keyboard shortcut Ctrl + C or right-click on the cell and choose "Copy" from the context menu.

Paste Special as Values:

* Right-click on the same cell or the destination cell where you want to replace the formula.

Choose "Paste Special" from the context menu.

In the Paste Special dialog box, select "Values."

Click "OK."

* Remove the Original Formula:

Once you've pasted the values, you can now delete or clear the original cell with the formula. You can do this by selecting the cell and pressing the "Delete" key or using the "Clear" option from the right-click menu.

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

Using the Ctrl Key

* Select the First Cell:

Click on the first cell you want to select.

* Hold Down the Ctrl Key:

While holding down the Ctrl key on your keyboard, click on each additional cell you want to select. You can click on cells that are not adjacent to each other.

* Release the Ctrl Key:

After selecting all the non-adjacent cells you need, release the Ctrl key.

1. 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 then press the letters "O," "C," and "W" in quick succession, you are activating a series of keyboard shortcuts. Here's what each of these letters corresponds to :

So, by pressing Alt + O + C + W in quick succession, you are essentially navigating to the Format Cells dialog box, selecting the Font tab, and activating the Wrap Text option.

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

be added?

When you right-click on a row reference number in Excel, such as the number on the left side of the worksheet (e.g., "1," "2," "3," ...), and then choose the "Insert" option, the new row will be inserted above the selected row.