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

Ans: The AutoSum command in Excel is a quick and convenient way to add up a range of cells in a column or row. It automatically selects what it believes to be the most relevant range based on the adjacent data. To use the AutoSum command:

1. Select an empty cell where you want the sum to appear. This can be below a column of numbers or to the right of a row of numbers.
2. Go to the "Home" tab in the Excel ribbon.
3. Locate the "Editing" group, which contains the AutoSum button.
4. Click on the AutoSum button. It is represented by the Greek letter sigma (∑) and is usually found on the right side of the ribbon in the "Editing" group.
5. Excel will automatically select what it considers to be the range of cells you want to sum. You should see a dashed outline around the selected range.
6. If the selected range is correct, press Enter on your keyboard to complete the AutoSum. Excel will calculate the sum and display the result in the selected cell.
7. If the selected range is incorrect, you can manually adjust it. Click and drag over the cells you want to include in the sum, or use your arrow keys to extend or reduce the selection. Once you have the correct range selected, press Enter to complete the AutoSum.
8. What is the shortcut key to perform AutoSum?

Ans: The shortcut key to perform AutoSum is the "Alt" key along with the "=" key. Pressing Alt and = together will automatically select the adjacent range of cells with numerical data and insert the SUM function in the active cell, giving you the sum of the selected cells.

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

Ans: To get rid of a formula that omits adjacent cells in a spreadsheet, you can follow these general steps:

1. Select the cell containing the formula: Click on the cell with the formula you want to remove.
2. Copy the value: Press Ctrl+C (or Command+C on Mac) to copy the cell's value.
3. Paste the value: Right-click on the same cell or a different cell where you want the value to be pasted. Choose "Paste Values" or "Paste Special" from the context menu, depending on your spreadsheet software. This will paste only the value of the cell, removing the formula.
4. Check and adjust references: If the pasted value still contains references to other cells, you may need to adjust them manually. Edit the cell to replace any references with the correct values or cell addresses as needed.
5. Repeat for other cells: If the formula is present in multiple cells, repeat the above steps for each cell to remove the formulas and retain the values.
6. How do you select non-adjacent cells in Excel 2016?

Ans: To select non-adjacent cells in Excel 2016, you can follow these steps:

1. Open Excel 2016 and navigate to the worksheet containing the cells you want to select.
2. Click on the first cell you want to select and hold down the Ctrl key on your keyboard.
3. While holding down the Ctrl key, click on each additional cell you want to include in your selection. You can click on cells that are not adjacent to each other, and they will be added to your selection.
4. Release the Ctrl key when you have finished selecting all the desired non-adjacent cells.
5. You can now perform actions on the selected non-adjacent cells, such as formatting, entering data, or applying formulas.

5. What happens if you choose a column, hold down the Alt key and press the letters

ocw in quick succession?

Ans:   
Holding down the Alt key and pressing letters in quick succession is a keyboard shortcut typically used in Microsoft Excel to access commands using the ribbon interface. However, the specific shortcut you mentioned, Alt + O + C + W, doesn't correspond to a built-in Excel command or function.

In Excel, keyboard shortcuts generally involve combining the Alt key with other letters or numbers. The purpose of these shortcuts can vary, such as accessing menu options, executing commands, or navigating within the application. Some commonly used shortcuts in Excel include Alt + F for accessing the File menu, Alt + H for the Home tab, and Alt + N for the Insert tab, among many others.

If you press Alt + O + C + W in Excel, it won't trigger a specific action or command, and it will depend on the current context of the application or any active add-ins or customizations you might have installed. Therefore, without any additional context or modifications, this specific key combination wouldn't have any predefined functionality in Excel.

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

be added?

Ans: When you right-click on a row reference number and select "Insert," the new row will be inserted directly above the row you right-clicked on. In other words, the existing row will be shifted down by one position to accommodate the newly inserted row.