O1. If we need to make sum of column or row of numbers then AutoSum will help. Select a cell next to the numbers you want to sum, click AutoSum on the Home tab, press Enter. When we click AutoSum, Excel automatically enters formula will sum the numbers.

02. Press “ALT =”

03. In Excel :

1. Open excel and then click on file.
2. Go to options and select formulas.
3. Look for error checking rules and uncheck formulas omits cells in a region.
4. Then click ok.

04. To select non-adjacent cells and ranges “hold ctrl and select the cells”.

05. The contents of the first cell in the selected column will be replaced with the letters 'O-C-W'.

06. Inserts the same row. For example If we click on 4 row and click on insert, new row insert’s in row 4. And selected row goes down.