Ans 1 – We use the AutoSum command when we have to get the sum of the values present in the entire column/row. AutoSum command is present in the home tab and to use it we need to select the cell next to all cells that we need to sum and click on the AutoSum icon under home tab.

For example- suppose we have the values of sales in the cells from A1 to A6 and we need to find the total of all the sales then we will select the cell A7 and click on the AutoSum icon under Home bar. It will automatically select the array i.e. $A$1- $A$6 and after hitting enter will give the desired result.

Ans 2 – Shortcut method to use AutoSum command is by clicking Alt and “ = ” in quick session. For example - - suppose we have the values of sales in the cells from B1 to B6 and we need to find the total of all the sales then we will select the cell B7 and press Alt and “ = ” together and It will automatically select the array i.e. $B$1- $B$6 and will provide the Total of the values in the selected array.

Ans 3 – There are numerous ways to get rid of Formula that omits adjacent cells, lets take an example and understand:

For example

A picture containing text

Description automatically generated

Graphical user interface, application, table, Word

Description automatically generated

Here in the above image that we are getting the resut acordin the forula that we have enetered but also getting theerror warning that states **Formula that omits adjacent cell** which excel is telling us that we may have forgotten a value present in cell L157 in order to fix this we can use;

* Either we ca change the array to L154:L157
* Or we can delete the value in cell 157
* We can also select the option ignore error form the error list.

Ans 4 - there numerous ways to do that:

1. By using the mouse – select the 1st cell then press and hold the CTRL key and keep selecting the cells using the mouse which you want to select.
2. Using Name Box – By clicking the name box and entering the cell reference which we want to select by putting the comma into it. A1, B5, C5:C10.
3. We an also do this with the help Find and Replace command – by pressing the Find and Replace box and typing value which we want to find > Find all > Hold CTRL key and press A > close the dialog box it will select all the values with matching values.

Ans 5 – It will open a dialogue box - The column width dialogue box opens allowing you to set the exact width of the column.

Ans 6 – It will insert a entire row above the row which we have selected. For example – if we right on row number 2 and click on insert then it will push the values of row 2 in row 3 and will insert a new blank row in 2.