Q1. How and when to use the AutoSum command in Excel?

Ans. The AutoSum command in Excel is a quick and easy way to sum the values in a range of cells. To use the AutoSum command,

1. Select the range of cells that you want to sum.
2. Click the AutoSum button on the Home tab.
3. Excel will automatically insert a formula that sums the values in the selected range.

Q2. What is the shortcut key to perform AutoSum?

Ans. The shortcut key to perform AutoSum in Excel is "Alt + =" (Alt key followed by the equal sign). By pressing and holding the Alt key on your keyboard and then pressing the equal sign, you can quickly insert the AutoSum function in the selected cell or range.

Q3. How do you get rid of Formula that omits adjacent cells?

Ans. To get rid of a formula that omits adjacent cells and replace it with the actual values or remove it entirely, you can follow these steps in Excel:

1. Select the cell or range of cells containing the formula you want to replace.
2. Press Ctrl+C to copy the selected cells.
3. Right-click on the same selected cell(s) and choose "Paste Values" from the context menu. This option will paste the copied values into the selected cells, replacing the formulas with their calculated results.

Q4. How do you select non-adjacent cells in Excel 2016?

Ans. Using the Ctrl key:

1. Select the first cell in the range.
2. Hold down the Ctrl key and select the other cells in the range.

Q5. What happens if you choose a column, hold down the Alt key and press the letters ocw in quick succession?

Ans. If you choose a column and hold down the Alt key and press the letters ocw in quick succession, the column width will be set to the optimal width for the text in the column. This is a keyboard shortcut for the Column Width command.

Q6. If you right-click on a row reference number and click on Insert, where will the row be added?

Ans. If you right-click on a row reference number and click on Insert, the row will be added above the selected row.