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

**2. What is the shortcut key to perform AutoSum?**

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

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

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

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

**A1**. Autosum is a very handy tool in Excel to sum cells very fast. Autosum adds up a range of numbers automatically and places the result in a nearby cell. To perform Autosum, click a nearby cell and click Autosum on the Home tab and press Enter.

**A2. Alt+=**

**A3.** 1. Launch your Excel sheet and then click on File.

2. Navigate to Options and then select Formulas.

3. Look for Error checking rules and uncheck Formulas which omit cells in a region.

4.Click OK.

**A4.** 1. Select the data range.

2. Press down on the Control and F keys simultaneously.

3. A dialogue box will open with two options, Find and Find What.

4. Click the Find All

5. Press the Control and A keys.

**A5.** The contents of the first cell in the selected column will be replaced with the letters 'O-C-W'.

**A6.** A new row is inserted above the cell(s) you originally selected.