**Q1: How and when to use the AutoSum command in excel?**

Ans: In home ribbon or Formula , we can see automsum option as sigma . Click on cell we want to place total and then click on automsum option , select the rows or column you want the sum and then press enter .

We use this formula , where we donot need to type again , For example if we have used formula in B7 and want sum in B8 then just drag B7 to B8 .

**Q2: What is the shortcut key to perform AutoSum?**

Ans: Hold down the Alt key and then press the equals = sign while still holding Alt . Press enter.

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

Ans: 1. Open Excel and then click on File.

2. Go to Options and then select Formulas.

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

4. Click OK.

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

1. Place the cursor on the first cell that you want to select.
2. Press the F8 key. This will put your system in the ‘Extend Selection’ mode.
3. Use the arrow keys to make the selection. Since you’re in the Extend Selection mode, this will keep a selection of all the adjacent cells.
4. Hold the Shift key and press the F8 key. This removes the ‘Extend Selection’ mode and changes it to ‘Add or Remove Selection’.
5. Use the arrow keys to place the cursor on the next cell that you want to include in the selection
6. Press the F8 key again.
7. Use the arrow keys to make the selection.
8. Hold the Shift key and press the F8 key. This removes the ‘Extend Selection’ mode

**Q5: What happens if you choose a column, hold down the Alt key and press the letters**

**ocw in quick succession?**

Ans: Adjust Columns width to specific value.

**Q6: If you right-click on a row reference number and click on Insert, where will the row**

**be added?**

Ans: Above the selected row