1. To perform auto sum we need to select a row or column next to last value and then click on Auto sum option in home tab. We can use whenever we need to sum a single range of cells, whether a column, row or several adjacent columns or rows.
2. ALT+=
3. To get rid of ‘Formula that omits adjacent cells’ we have few possible ways we can do that:-

* To change the formula by considering all the range of cells
* To remove the value in the adjacent cell not considered in the formula so in this way we can remove the error.
* We can ignore the error by clicking the right key on the cell with the error and in the drop-down menu use ignore the error.
* Permanent removal of error by unchecking the box ‘**Formulas that omit cells in a region’ under the File tab.**

1. We can select the non-adjacent cells with ctrl key. We can hold down ctrl key and select the desired column by mouse.
2. The column width can be adjusted.
3. An empty row will be inserted on the above of selected row.