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

Ans:

Select a cells want to sum, click AutoSum on the Home tab, press Enter.

Autosum function to add up entire columns or rows

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

Ans:

Alt + =

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

Ans: When you paste the values which is associated to the formullas it will show the error.

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

Ans :hold Ctrl and select the cells.

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

Ans:

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

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

Ans : a row will be inserted top of the row selected.