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

* Ans : If you want a quick total that doesn't have to appear on the sheet, select all the numbers in the list, and then look at the status bar at the bottom of the workbook window.

1. What is the shortcut key to perform AutoSum?

Ans : SHORTCUT KEY : ALT =

1. 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**.

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

Ans: To select non-adjacent cells and cell ranges, **hold Ctrl and select the cells**.

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

Ans: column width we can change

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

Ans : one Row added above on a row reference