

1. To use Autosum, select a cell next to the numbers we want to sum. Then click on the Autosum button at the home tab or formula tab and press enter. When we have to add values present continuously on a row or a column then we use Autosum in Excel.
2. The keyboard shortcut to perform Autosum is "Alt + =".
3. To get rid of formulas that omit adjacent cells go-to options in the File tab and select formulas. Uncheck the field called Formulas which omits cells in a region under the Error-checking rules section.
4. To select non-adjacent cells we can hold Ctrl and then select the cells.
5. If we select a column, hold down the Alt key and press the letters ocw then the first cell will replace with the letters ocw.
6. When we right-click on a cell reference and click insert then a row will be added below the cell.