

1. The AutoSum command in Excel is an way to automatically calculate the sum of a range of numbers. It's particularly useful when you want to perform basic calculations without manually typing formulas.
2. The shortcut for Autosum is ALT + =.
3. We can get rid of the formula that omits the adjacent cells we can navigate to File > Options > Formulas > Error checking rules > Uncheck formulas which omit cells in region.
4. To select non-adjacent cells in Excel 2016 we can use CTRL key and then drag the mouse holding the CTRL key so that we are able to select the non-adjacent cells.
5. If we select a column, hold down the Alt key and press the letters ocw in quick succession, the column width dialogue box opens allowing you to set the exact width of the column.
6. If we right-click on a row reference number and click on Insert, Excel will create a new row above the row you right-clicked on.