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

Answer: The AutoSum command in Excel is a quick and convenient way to calculate the sum of a range of numbers. It's particularly useful when you need to perform basic calculations such as adding up a column or row of numbers without manually entering a formula.

Calculating Column or Row Totals:

To use AutoSum to calculate the sum of a column or row of numbers, select the cell immediately below (for columns) or to the right (for rows) of the range of numbers you want to sum.

Then, click on the "AutoSum" button in the "Editing" group on the "Home" tab of the Excel ribbon. The AutoSum button looks like the Greek letter sigma (∑).

Excel will automatically detect the range of numbers adjacent to the selected cell and insert the SUM function with the appropriate cell references to calculate the total. Press Enter to accept the formula and display the result.

Inserting Subtotals in Tables:

If you're working with a structured table in Excel, you can use AutoSum to insert subtotals for individual columns. Click on a cell in the column where you want to insert the subtotal.

Then, click on the "AutoSum" button as described above.

Excel will insert the SUBTOTAL function with the appropriate references to calculate the subtotal for the column. Press Enter to accept the formula and display the subtotal.

Checking Totals Quickly:

If you want to quickly verify that the totals of your data are correct, you can use AutoSum to add up columns or rows and compare them with expected totals.

Simply select the cell where you want to display the total, click on the "AutoSum" button, and verify that the calculated total matches your expectations.

Calculating Grand Totals in PivotTables:

When working with PivotTables, you can use AutoSum to quickly add grand totals for rows and columns.

Click on a cell where you want to display the grand total, then click on the "AutoSum" button. Excel will automatically insert the appropriate function to calculate the grand total based on the data in the PivotTable.

1. What is the shortcut key to perform AutoSum?

Answer: In Excel, the shortcut key to perform AutoSum is:

Alt + =

Pressing Alt + = will automatically insert the SUM function and select what Excel perceives as the range of numbers to sum up. This is a quick way to calculate totals in columns or rows without manually typing out the SUM function. After pressing Alt + =, you can adjust the selected range if necessary and press Enter to accept the formula.

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

Answer: To get rid of a formula that omits adjacent cells and replace it with the actual values from those cells, you can follow these steps in Excel:

Select the Cells with Formulas: First, select the cells containing the formulas that you want to replace with their resulting values.

Copy the Selected Cells: Right-click on one of the selected cells, and from the context menu, choose "Copy." Alternatively, you can press Ctrl + C on your keyboard to copy the cells.

Paste Special as Values: Right-click on one of the selected cells again, but this time, choose "Paste Special" from the context menu. In the Paste Special dialog box that appears, select "Values." This will paste the copied cells as their resulting values, removing the formulas.

Clear the Formulas: After pasting the values, you can clear the original cells of the formulas if you no longer need them. To do this, select the cells once again, right-click, and choose "Clear Contents" from the context menu. This action will remove the formulas while leaving the values intact.

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

Answer: In Excel 2016, you can select non-adjacent cells using one of the following methods:

Using the Ctrl Key:

Click on the first cell you want to select.

Press and hold the Ctrl key on your keyboard.

While holding the Ctrl key, click on each additional cell you want to include in the selection. You can click on cells that are not adjacent to each other to select them.

Release the Ctrl key when you've finished selecting the desired cells.

Using the Shift Key (for consecutive selections):

Click on the first cell you want to select.

Press and hold the Shift key on your keyboard.

While holding the Shift key, click on the last cell you want to include in the selection. Excel will automatically select all the cells between the first and last cells you clicked, including the cells themselves.

If you need to add non-adjacent cells to the selection, you can use the Ctrl key in combination with the Shift key. After making a consecutive selection with the Shift key, hold down the Ctrl key and click on additional cells to add them to the selection.

Using the Name Box:

Click on the first cell you want to select.

Type the reference of the next cell you want to select into the Name Box (the box to the left of the formula bar that displays the address of the selected cell).

Press Enter on your keyboard. Excel will select the cell you specified.

Repeat the process to select additional non-adjacent cells by typing their references into the Name Box and pressing Enter.

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

Answer: If you choose a column in Excel, hold down the Alt key, and then press the letters "o", "c", and "w" in quick succession, it performs the following actions:

Alt + o: Opens the Format menu.

c: Selects the Column Width option from the Format menu.

w: Adjusts the width of the selected column.

In summary, pressing Alt + o + c + w in quick succession opens the Format menu, selects the Column Width option, and then allows you to adjust the width of the selected column. This keyboard shortcut provides a quick way to change the width of a column in Excel without needing to navigate through menus.

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

Answer: If you right-click on a row reference number (e.g., row 5) in Excel, and then click on "Insert" from the context menu, the new row will be inserted above the row that you right-clicked on.

For example, if you right-click on row 5 and choose "Insert," Excel will insert a new row above row 5, shifting the existing rows downwards. As a result, the new row will become row 5, and the original row 5 will become row 6, and so on.