

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

Ans: The AutoSum command in Excel is a handy tool used to quickly add up a column or row of numbers. Here's how and when to use it:

1. **Select the cell**: click on the cell where you want the sum to appear. Usually, this is the cell immediately below a column of numbers or immediately to the right of a row of numbers that you want to sum.

2. **click AutoSum Button**: Locate the "AutoSum" button in the toolbar. It typically looks like the Greek letter sigma (Σ) and is located in the "Editing" group on the "Home" tab in Excel. Clicking it automatically selects what Excel thinks is the range you want to sum. If Excel guesses wrong, you can adjust the selection manually.

3. **Verify Selection**: Excel will usually select the contiguous range of cells above or to the left of the cell where you clicked the

AutoSum button. Verify that the selection is correct; if not, click and drag to adjust the selection manually.

4. ****Press Enter****: Once you've verified the selection, simply press the Enter key on your keyboard, and Excel will calculate the sum and display the result in the selected cell.

The AutoSum command is particularly useful when you have a large dataset and want to quickly calculate totals without typing out formulas manually. It saves time and reduces the chance of errors.

You can also use the AutoSum dropdown menu to choose other functions like Average, Count, Max, Min, etc., depending on what you need to calculate. Just click the arrow next to the AutoSum button to access these options.

2. What is the shortcut key to perform AutoSum?

Ans: The shortcut key to perform AutoSum in

Excel is:

****Alt + =****

Pressing Alt + = will automatically insert the SUM function and select what Excel thinks is the appropriate range to sum. If the selection is incorrect, you can adjust it manually before pressing Enter to confirm the formula. This shortcut can save time, especially when you're working with large datasets and need to quickly calculate totals.

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

Ans: If you have a formula in Excel that omits adjacent cells, you can adjust it to include those cells by editing the formula. Here's how:

1. ****Select the cell with the Formula****: Click on the cell containing the formula that you want to edit.

2. ****Edit the Formula****: You can edit the

formula directly in the formula bar at the top of the Excel window or by double-clicking on the cell to enter edit mode.

3. ****Adjust the Range****: Look for the range reference in the formula that you want to expand to include adjacent cells. You can adjust the range by either typing in the cell references manually or by clicking and dragging to select the additional cells.

4. ****Press Enter****: Once you've made the necessary adjustments to the formula, press Enter on your keyboard to confirm the changes. Excel will recalculate the formula based on the updated range.

If you're unsure how to adjust the formula, you can provide more details about the formula you're working with, and I can help guide you through the process.

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

Ans: In Excel 2016, you can select non-adjacent cells by using the Ctrl key on your keyboard. Here's how:

1. ****Select the First cell****: Click on the first cell you want to select.
2. ****Hold down the Ctrl key****: While holding down 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.
3. ****Release the Ctrl key****: Once you've selected all the desired cells, release the Ctrl key.

All the cells you clicked on while holding down the Ctrl key will now be selected simultaneously. You can perform various actions on these selected cells, such as formatting, editing, or applying formulas.

This method allows you to create non-adjacent

selections quickly and efficiently, making it easier to work with your data in Excel.

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

Ans: In Excel, if you select a column, hold down the Alt key, and then press the letters "o", "c", and "w" in quick succession, it triggers a series of actions:

1. **Alt**: Holding down the Alt key activates Excel's ribbon shortcuts, which display key tips for each tab on the ribbon.
2. **o**: Pressing the "o" key corresponds to the "Format" tab on the ribbon.
3. **c**: Pressing the "c" key corresponds to the "Column Width" command within the "Format" tab.
4. **w**: Pressing the "w" key selects the "Column Width" option.

So, pressing Alt + O + C + W in quick succession opens the "Column Width" dialog box, allowing you to specify a custom width for the selected column in Excel. This can be a quick way to adjust the width of a column to your desired measurement.

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

Ans: If you right-click on a row reference number (the number on the left side of the Excel worksheet representing a row) and click on "Insert", Excel will add a new row above the row that you right-clicked on.

For example, if you right-click on the row reference "3" and choose "Insert", Excel will insert a new row between rows 2 and 3. This action pushes the existing rows down, making room for the new row above the row you selected.