

TIPS

3 SIMPLE STEPS

HOW TO USE AUTOSUM IN EXCEL

SELECT THE TARGET CELL

Open your Excel spreadsheet and locate the numbers you want to add. Click on the cell directly below a column or next to a row of numbers where you want the total to appear. For example, if summing cells B2 to B6, select cell B7.



01



CLICK THE AUTOSUM BUTTON

Go to the Home tab on the top ribbon. In the Editing group (usually on the far right), click the AutoSum (Σ) icon. Excel will automatically select the most likely range of cells. If it highlights the wrong cells, click and drag to choose the correct ones. Press Enter to apply the formula.

02

CONFIRM AND REPEAT

Your result will now appear in the selected cell, showing the total of the numbers. Double-click the cell to check the formula (e.g., `=SUM(B2:B6)`). You can repeat this process for other rows or columns. Use `Alt + =` as a shortcut for faster results.

03

