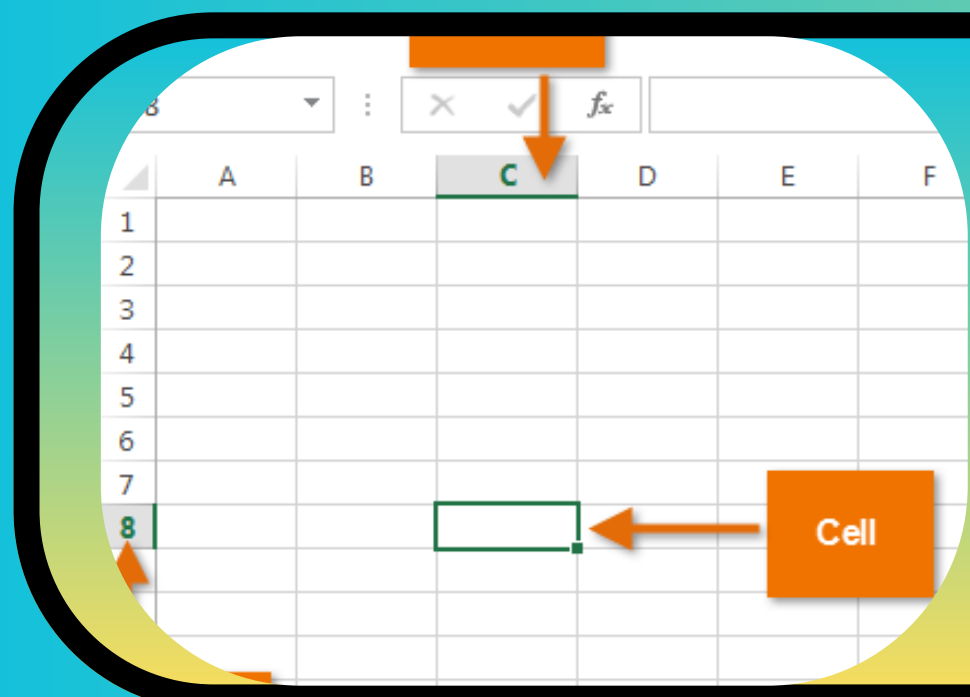
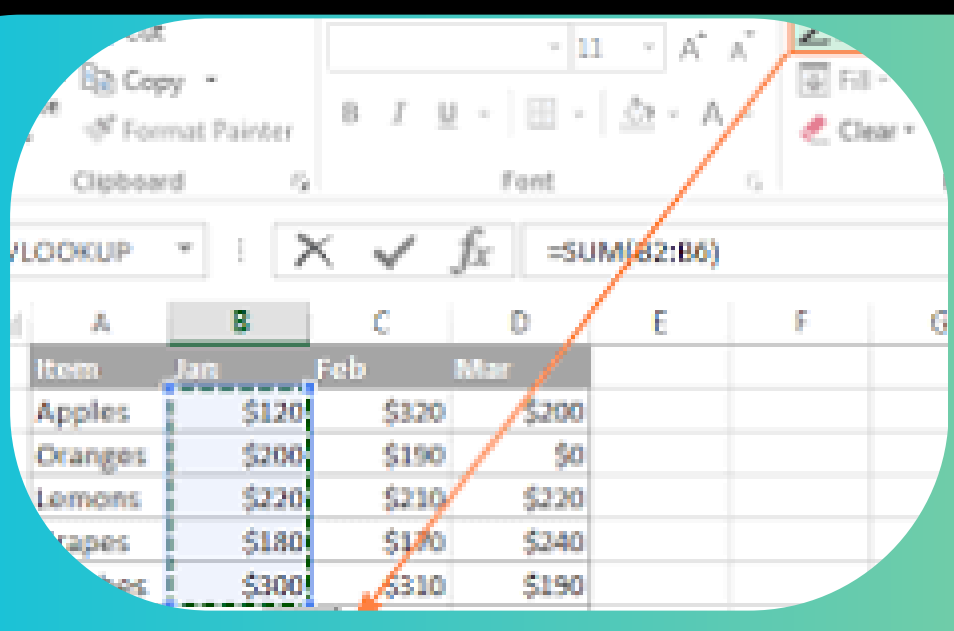


HOW TO MAKE AUTOSUM EASE?

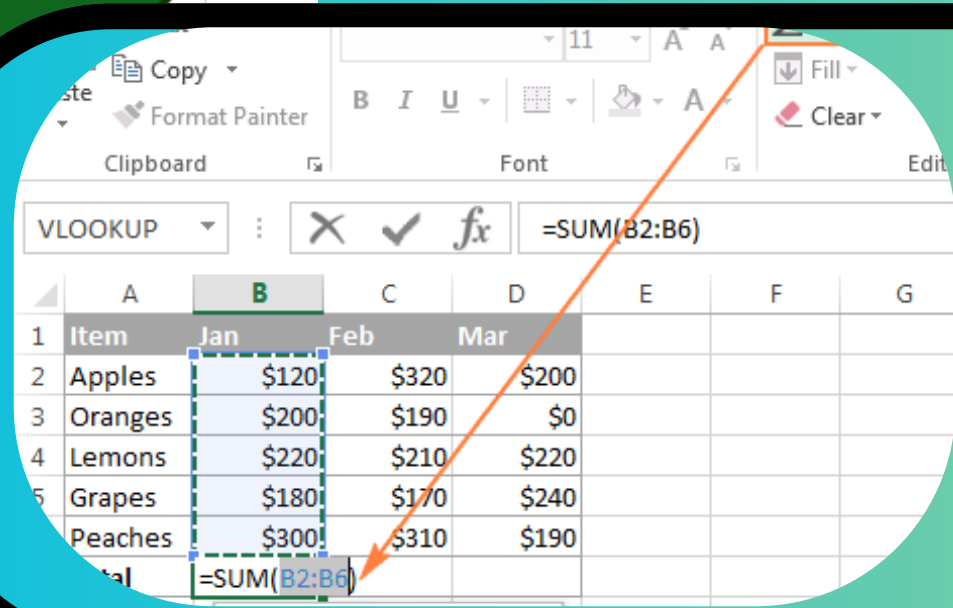


Highlight the row, then select the cell where you want the total to appear.

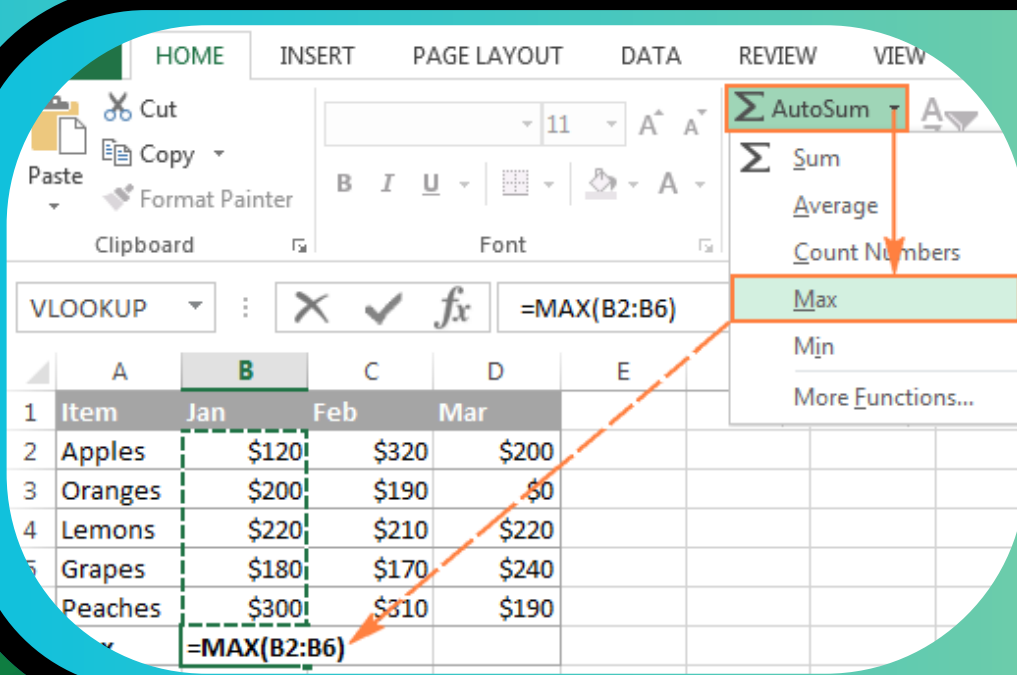


Which tab do you use to find the AutoSum button?

- Go to the Home tab
- Find the Editing group (right side)
- Click AutoSum (Σ)

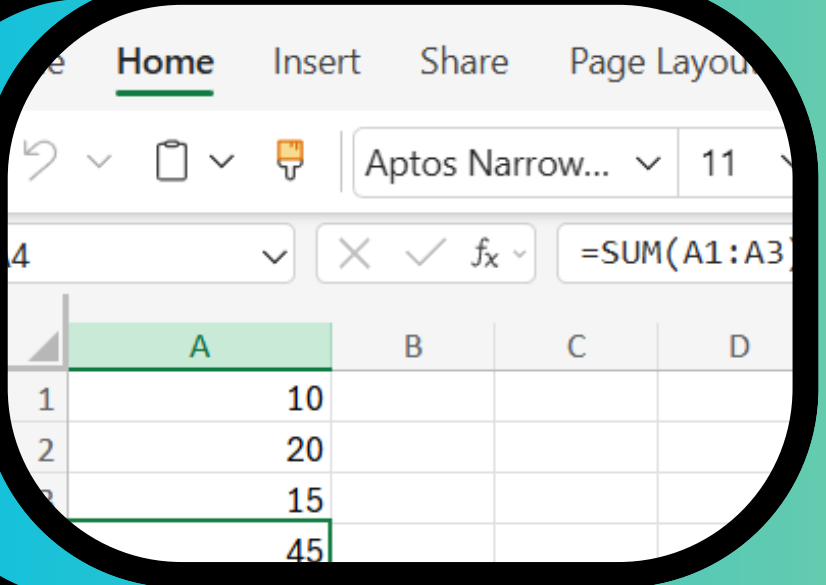
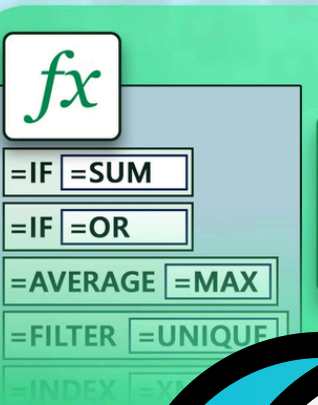


Check the Selected Range. Excel will automatically highlight the numbers above or to the left. If it's correct → press Enter - If not X → select the correct range and then press Enter.



Tips for Using AutoSum:

- Use Alt + = (keyboard shortcut) to AutoSum instantly
- You can AutoSum columns or rows
- Works with other functions too: AVERAGE, COUNT, MAX, MIN



Example:
A1: 10 A2: 20 A3: 15 A4: =SUM(A1:A3).
AutoSum will create this formula for you!



You smashed it!