

HOW TO USE AUTOSUM IN EXCEL



1 OPEN YOUR EXCEL FILE.

Launch Microsoft Excel and open the file where you want to calculate a sum.



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2 SELECT THE CELL WHERE YOU WANT THE TOTAL.

Click on the empty cell where you want Excel to display the total.

Example: If you want to sum numbers in cells A1 to A5, click on cell A6.



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3 GO TO THE "HOME" TAB.

At the top of the Excel window, find and click the Home tab to open the main toolbar.



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4 CLICK ON THE "AUTOSUM" BUTTON.

Look for the AutoSum button (usually shown as a Greek Sigma symbol, Σ) in the toolbar, typically on the right side. Click this button once — Excel will automatically select a range of numbers near your selected cell.



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5 CHECK THE SUGGESTED RANGE.

After clicking AutoSum, Excel highlights the range of cells it thinks you want to sum.

- If the selection is correct, proceed to the next step.
- If it's wrong, click and drag to select the correct range of cells manually.



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6 PRESS "ENTER" TO CONFIRM AND GET THE TOTAL.

Press the Enter key on your keyboard. Excel will insert the formula (for example, `=SUM(A1:A5)`) and display the total result in your selected cell.



Conclusion



AutoSum in Excel is an easy and fast way to add up numbers without typing formulas yourself. It works for both columns and rows, and you can also access functions like Average, Count, Max, or Min using the small arrow next to the AutoSum button.