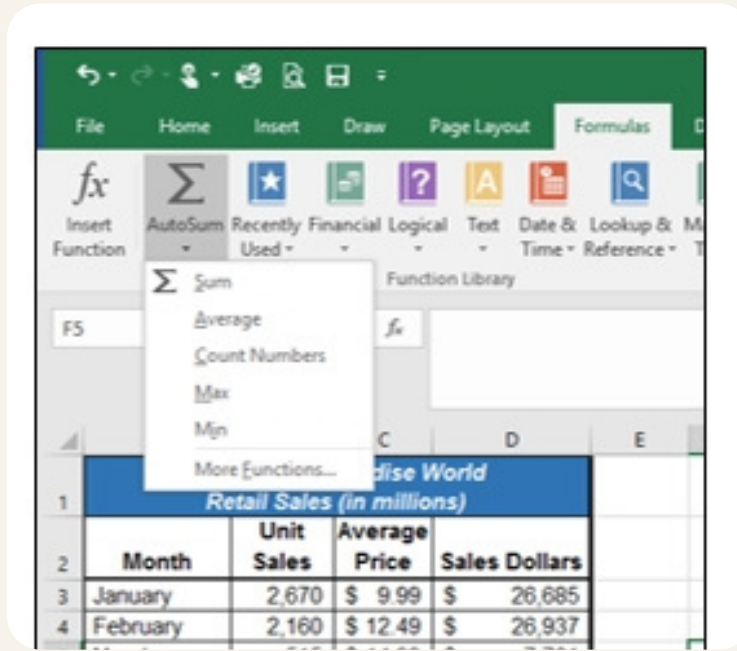
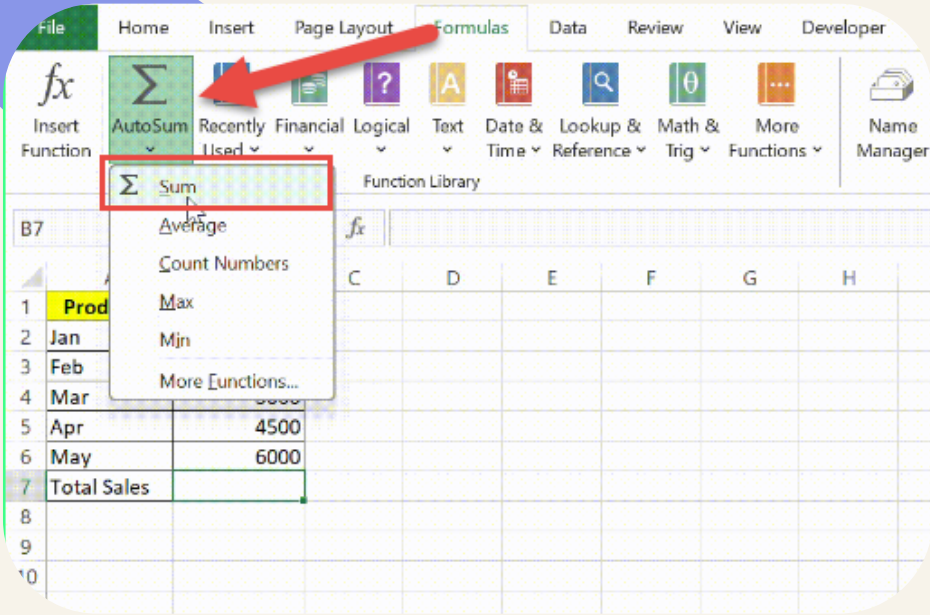


How to use AutoSum in Excel



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With only one click, AutoSum, a robust Excel feature, can compute the sum (or other functions like Average, Count, Max, and Min) of a chosen

Full instruction

- 1. Chose the Cell You're Going to
- Select the cell in which you would like the total to show. This is typically to the right of a row or immediately under the number column.
- 2. Press the button for AutoSum.
- On the Home tab or under the Formulas tab, look for the AutoSum button, represented by the Greek letter Sigma (Σ).
- For quicker access, you can also utilise the Alt + = shortcut key.
- 3. Confirm the Range That Was Selected
- Excel shows an area of cells it believes you wish to add after you click the AutoSum button.
- Proceed to the following step if the range is correct.
- If not, you can easily change the range to include all the cells you need by clicking and moving.
- 4. Hit Enter.
- Press Enter after the correct area has been marked. Excel will compute and show the total in the destination cell immediately.

Accuracy: By automating computations, manual errors are reduced.

Extra Features

- You can use AutoSum for more than just adding numbers! Quick calculations can also be made using the dropdown menu right next to the AutoSum button:
- Average: Determine the average value.
- Count Numbers: Determine how many cells have numbers in them.
- Maximum and Minimum: Determine which values in your range are the highest or lowest.
- Why Make Use of AutoSum?
- Efficiency: It speeds up analysing data.

References

- Support from Microsoft, n.d. To add up numbers, use AutoSum. From <https://support.microsoft.com/en-us/excel-autosum>, taken
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