

How to Use Autosum in Excel

1. Go to Microsoft Excel symbol
2. On the Home page click on the Autosum symbol Σ



MASTERING AUTOSUM IN EXCEL



• WHAT IS AUTOSUM?

- AutoSum is a quick and easy tool in Microsoft Excel that automatically adds up a range of numbers. It's commonly used for calculating totals in rows or columns.

• HOW TO USE AUTO-SUM:

• AUTOSUM FOR A COLUMN:

- Click the empty cell below a column of numbers.
 2. Click the AutoSum (Σ) button.
 3. Press Enter.

• AUTOSUM FOR A ROW:

- Click the empty cell to the right of a row of numbers.
 2. Click the AutoSum (Σ) button.
 3. Press Enter.

• TIPS FOR USING AUTO-SUM:

- • You can press Alt + = as a shortcut for AutoSum.
- Check the highlighted range before pressing Enter – Excel guesses the range, but you can adjust it.
- Works with other functions too: AVERAGE, COUNT, MAX, MIN.