

HOW TO USE AUTOSUM ON EXCEL

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Step 1:

First, you will need to open a new blank workbook to which you will be greeted with a column and row operated spreadsheet.



Step 2:

Then, input the information with a clear layout of statistics (numbers) and lables (names). This is where the autosum feature will come in to play as a helping hand as such to calculate a plethora of different sums.



Step 3:

After inputting the information, begin to highlight the information you would like to be calculated by dragging your mouse from your first bit of information to your last.

Step 4:

Finally, you can now make your way to the formulas tab at the top of screen to then click the autosum button which can be found in the image above. Now, select the type of sum you would like to do and watch the electronic magic happen.