

How to use AutoSum in Excel?



1

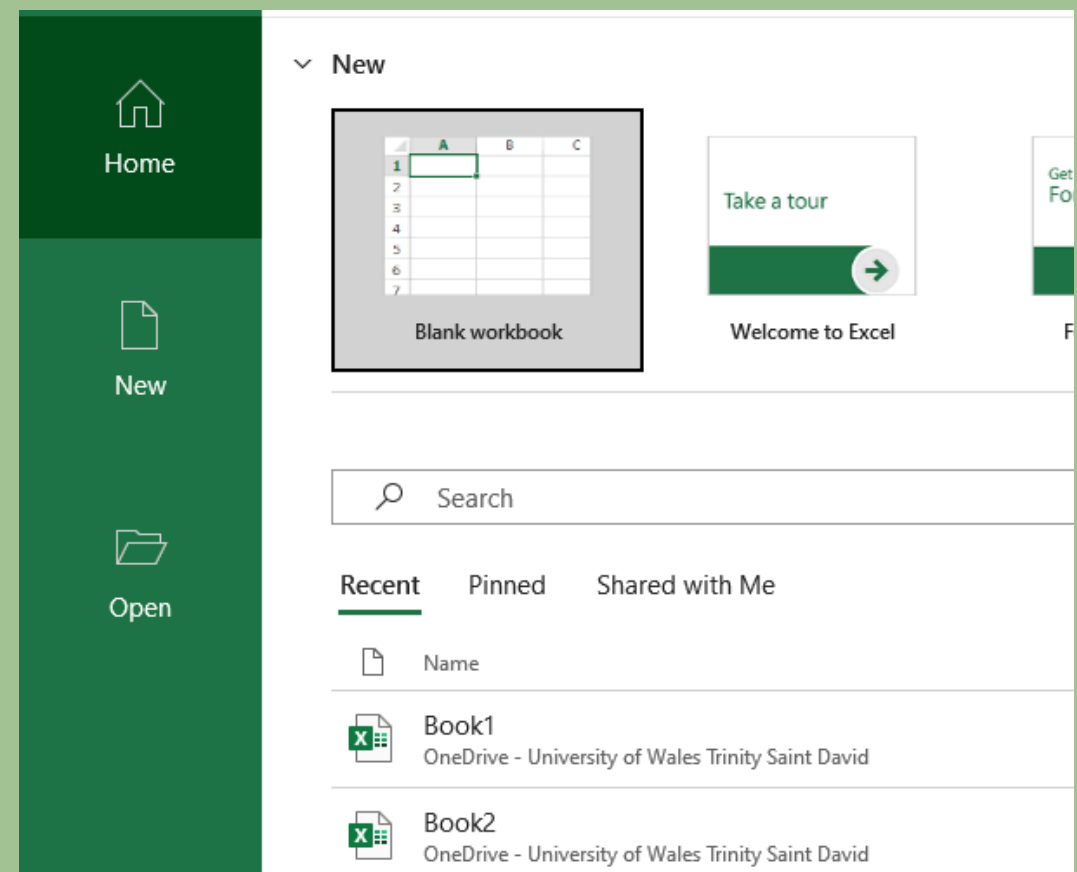
Open Microsoft Excel.

Press the **Windows** button on your keyboard or click the **Start** icon in the bottom-left corner of the screen, type "**Excel**" in the search bar and click on the **Excel App**.

2

OPEN THE TABLE WHERE YOU NEED TO USE AUTOSUM.

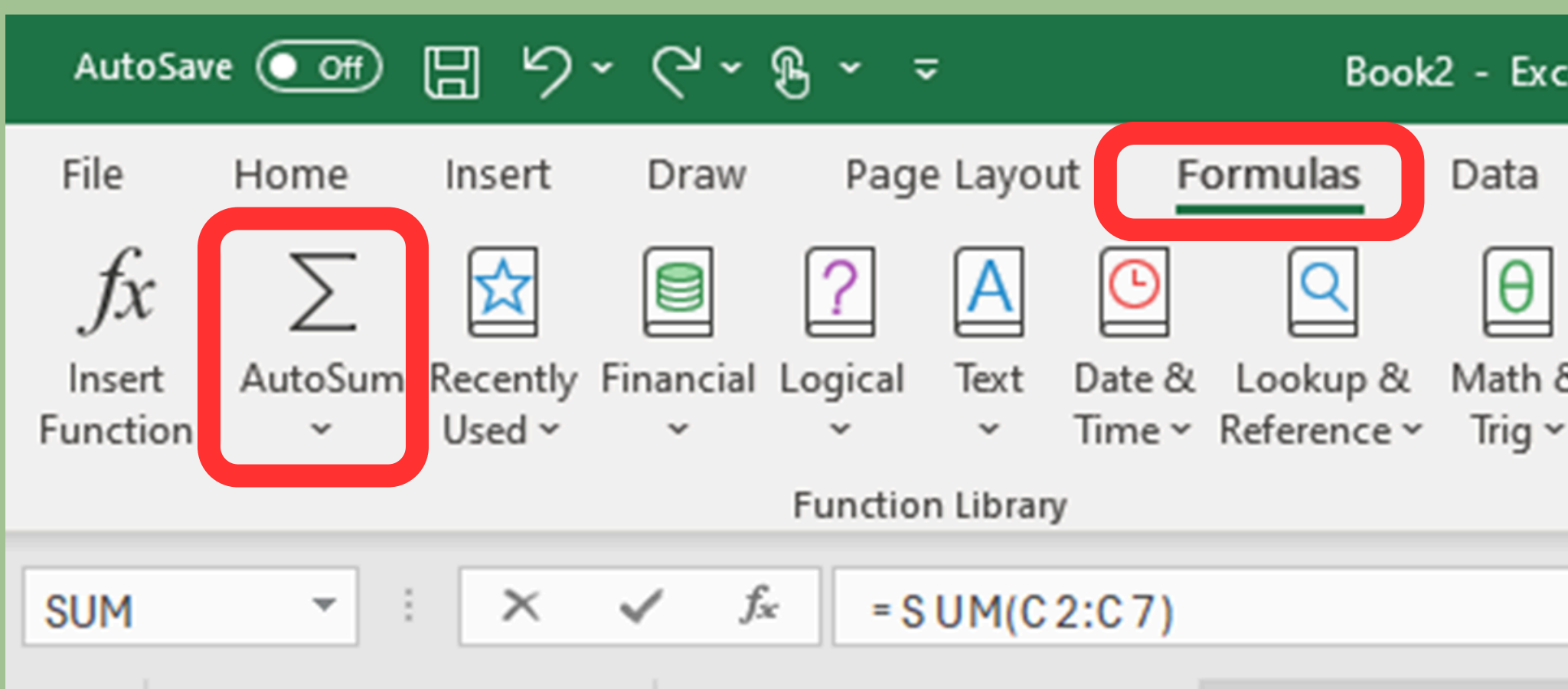
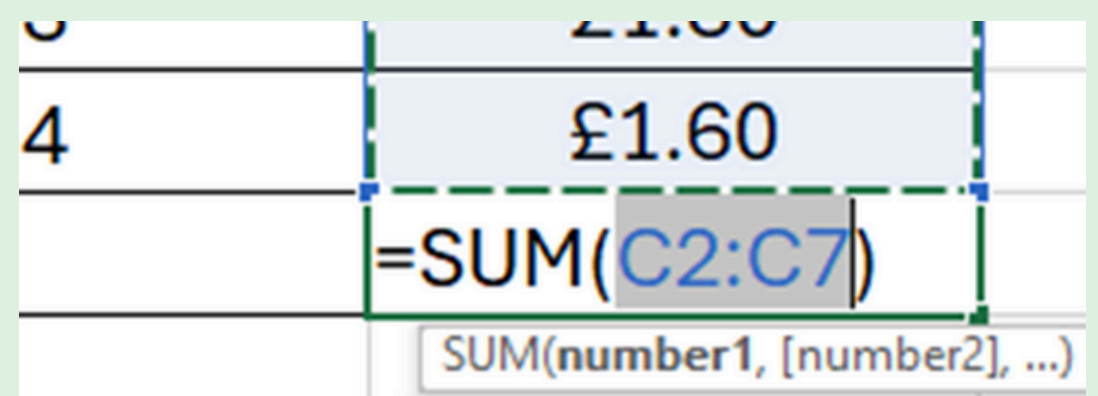
In the top-left corner of the Excel window, click "**File**" to open the menu, click "**Open**" and choose "**Browse**" to find your file, press the "**Open**" button and your file will appear in Excel.



3

SELECT THE CELL.

Click on the cell where you need the sum to appear, go to the "**Home**" tab and click "**Formulas**" in the ribbon, select "**AutoSum**" [Σ]. Press ENTER.



This is where you can find the "**Formulas**" tab and "**AutoSum**" in Excel.