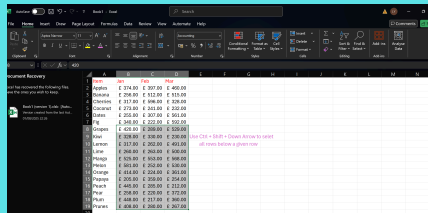
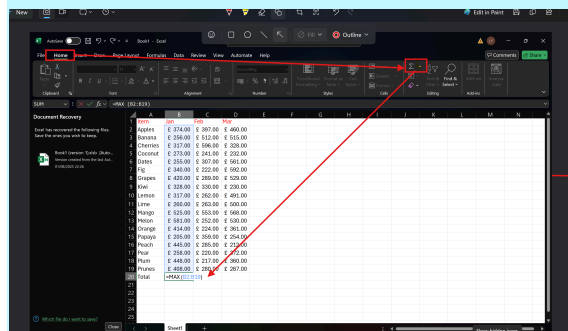


Choose the cell below the last value in a column or to the right in a row.



Locate this button on the "Home" tab, marked by the $\sum$ symbol.



Ensure Excel has identified the correct range;
adjust if necessary.

Complete the sum, and see the total in the selected cell.

2. Click AutoSum:

Locate this button on the “Home” tab, marked by the Σ symbol.

The screenshot shows the Microsoft Excel interface with the Home tab selected. The AutoSum button, represented by the Σ symbol, is highlighted in the ribbon. A red arrow points from this button to cell B20 in the worksheet. The worksheet contains a table of fruit prices for January, February, and March. The formula bar shows the formula `=MAX (B2:B19)` entered in cell B20.

Item	Jan	Feb	Mar
Apples	£ 374.00	£ 397.00	£ 460.00
Banana	£ 256.00	£ 512.00	£ 515.00
Cherries	£ 317.00	£ 596.00	£ 328.00
Coconut	£ 273.00	£ 241.00	£ 232.00
Dates	£ 255.00	£ 307.00	£ 561.00
Fig	£ 340.00	£ 222.00	£ 592.00
Grapes	£ 420.00	£ 289.00	£ 529.00
Kiwi	£ 328.00	£ 330.00	£ 230.00
Lemon	£ 317.00	£ 262.00	£ 491.00
Lime	£ 260.00	£ 263.00	£ 500.00
Mango	£ 525.00	£ 553.00	£ 568.00
Melon	£ 581.00	£ 252.00	£ 530.00
Orange	£ 414.00	£ 224.00	£ 361.00
Papaya	£ 205.00	£ 359.00	£ 254.00
Peach	£ 445.00	£ 285.00	£ 212.00
Pear	£ 258.00	£ 220.00	£ 372.00
Plum	£ 448.00	£ 217.00	£ 360.00
Prunes	£ 408.00	£ 280.00	£ 267.00
Total	=MAX (B2:B19)		

Ensure Excel has identified the correct range;
adjust if necessary.

[illegible]

