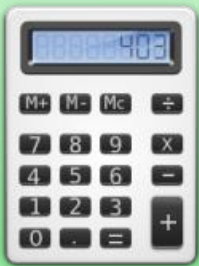




How to use AutoSum in Excel

Your quick guide to calculating totals efficiently at work !

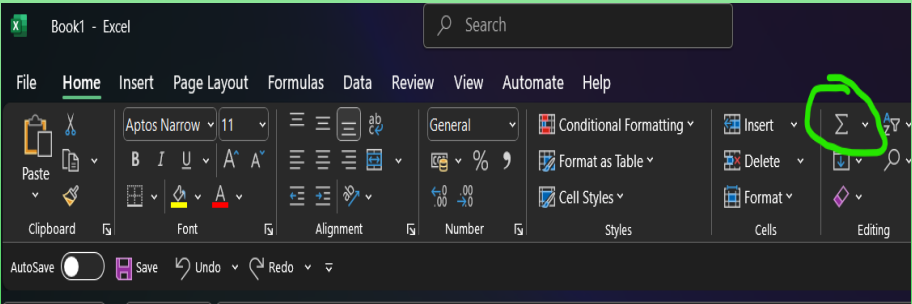
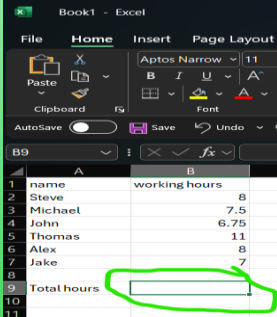
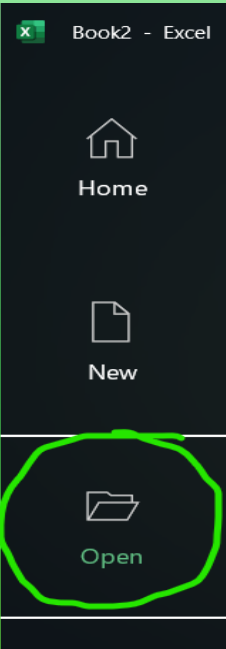


What is AutoSum

AutoSum is a built-in Excel function that simplifies numerical calculations. Such digital tools are key for developing essential workplace skills and literacy (Reedy and Parker, 2018).

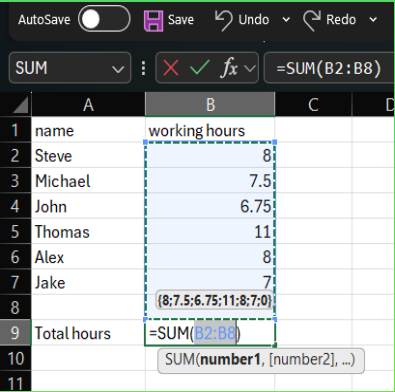
Why use AutoSum ?

- **Speeds up calculations** - AutoSum instantly adds data without manually typing formulas, making spreadsheet work faster and more efficient for users.
- **Reduces risk of errors** - By automatically detecting ranges and applying correct formulas, AutoSum lowers the chance of miscalculations or typing mistakes.
- **Helps with data analysis** - Quick summaries using AutoSum allow users to identify trends, compare totals, and interpret numerical data more effectively.
- **Ideal for budgets, sales reports, logs, and more** - AutoSum is commonly used in financial documents to quickly total columns of figures, saving time across various workplace tasks.



How to use AutoSum step-by-step

1. **Open your Excel sheet** – make sure all numerical data is organised in rows and columns
2. **Select the cell for total** – click on the cell where you want the result (the sum) to appear
3. **Click the AutoSum button** –Go to **Home** tab on the top ribbon, Click the **AutoSum** (Σ) icon in the **Editing** group, Excel will automatically detect the range of numbers to add; **Tip** – If Excel doesn't detect the correct range, you can highlight the desired range manually.
4. **Press Enter** - Once the range is highlighted, press the **Enter** key. The total will now appear in the selected cell.



	A	B	C	D
1	name	working hours		
2	Steve	8		
3	Michael	7.5		
4	John	6.75		
5	Thomas	11		
6	Alex	8		
7	Jake	7		
8		(8;7.5;6.75;11;8;7;0)		
9	Total hours	=SUM(B2:B8)		
10		SUM(number1, [number2], ...)		
11				

Essential points:

- **AutoSum saves time and reduces mistakes** - It eliminates the need for manual calculations, streamlining workflow and ensuring consistent accuracy in your data summaries.
- **Works both vertically and horizontally** - Whether summing columns or rows, AutoSum adapts to your data layout, making it versatile for various spreadsheet formats.
- **Perfect for everyday workplace tasks in Excel** - From tracking expenses to analysing performance data, AutoSum supports a wide range of business applications with minimal effort.
- Barnes (2016) emphasises the importance of developing adaptable digital skills, which are essential for global learners navigating modern technologies.

Additional AutoSum tips

- **Summing Horizontally** - AutoSum works for rows too! Just place the formula at the end of a row and follow the same steps.
- **Manually Adjusting the Formula** – if you want to customise the range simply click on the cell with the AutoSum formula, then adjust the cell references inside the brackets.
Example : =SUM(B2:B7) this will add values from B2 to B7
- **Checking for Errors** - If the result seems to be wrong, double-click the cell to review the formula and correct any range issues.

When may you use this at work?

- **Calculating monthly expenses** - AutoSum helps track and total recurring costs like rent, utilities, and supplies, making financial management easier and more reliable.
- **Summing sales data** - Easily add daily, weekly, or monthly sales figures to monitor business performance and identify trends or areas needing improvement.
- **Totalling employee hours** - Use AutoSum to calculate total hours worked across timesheets, ensuring accurate payroll and productivity assessments for your team.
- **Budgeting project costs** - Quickly total projected and actual spending to keep projects within budget and support clear financial planning and reporting.

References:

- Microsoft.com. (2024). *Use AutoSum to sum numbers in Excel - Microsoft Support*. [online] Available at: <https://support.microsoft.com/en-us/office/use-autosum-to-sum-numbers-in-excel-543941e7-e783-44ef-8317-7d1bb85fe706>. [Accessed 16 Apr. 2025].
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