

HOW TO USE AUTOSUM IN EXCEL

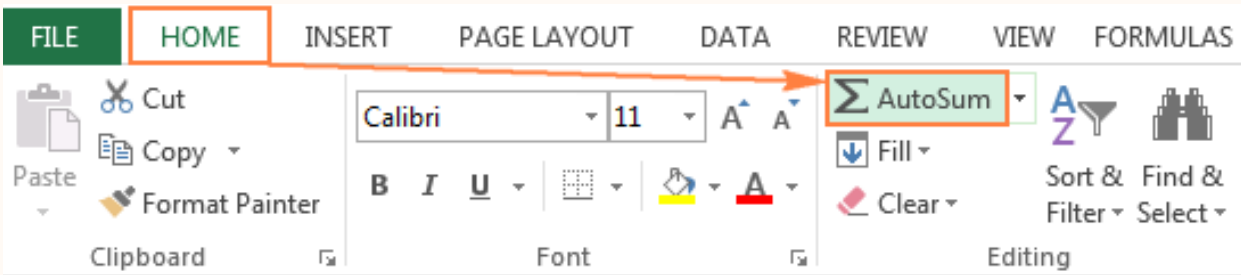


1.

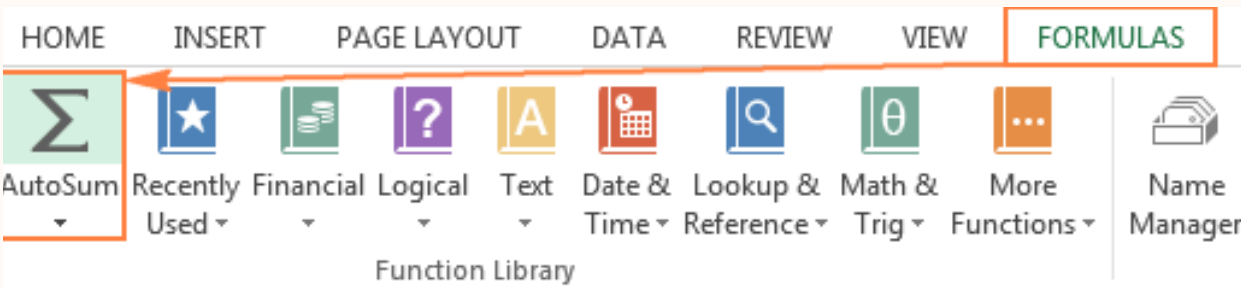
Where is the AutoSum button in Excel?

The AutoSum button in Excel is located in two places:

The **Home tab** within the Editing group



The **Formulas tab** within the Function Library group



3.

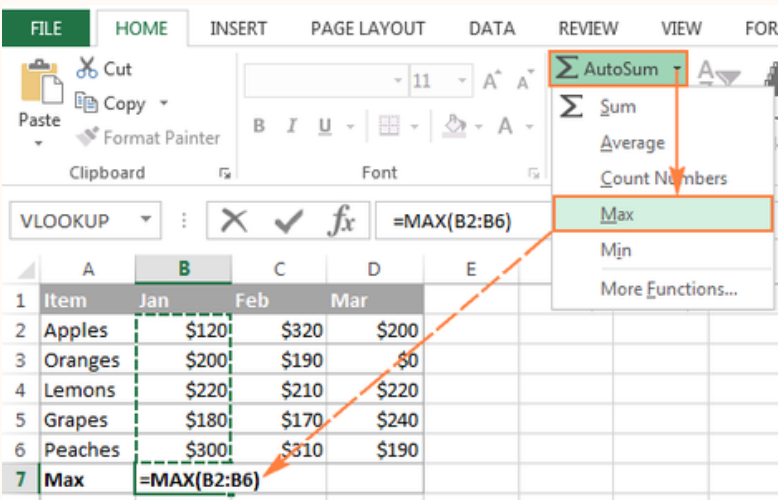
How to use AutoSum with other functions:

Excel's AutoSum feature can be used to insert a variety of functions, including:

- AVERAGE** – Calculates the average of a group of numbers.
- COUNT** – Counts the number of cells that contain numeric values.
- MAX** – Returns the highest number in the selected range.
- MIN** – Returns the lowest number in the selected range.

To use one of these functions, simply select the cell where you want the formula to appear, click the drop-down arrow next to the AutoSum button, and choose the function you need from the list.

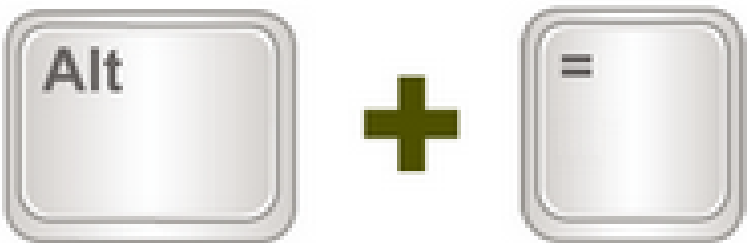
For example, to find the highest value in column B, you would:



4.

Shortcut for AutoSum in Excel:

In Excel, you can utilize the AutoSum keyboard shortcut by holding the Alt key and pressing the Equal Sign (=). This action inserts a SUM formula into the selected cell(s), functioning identically to the AutoSum button located on the ribbon."



2.

How To apply AutoSum in Excel:

1) Select a cell next to the numbers you want to sum:

To **sum a column**, select the cell directly below the last value in the column.

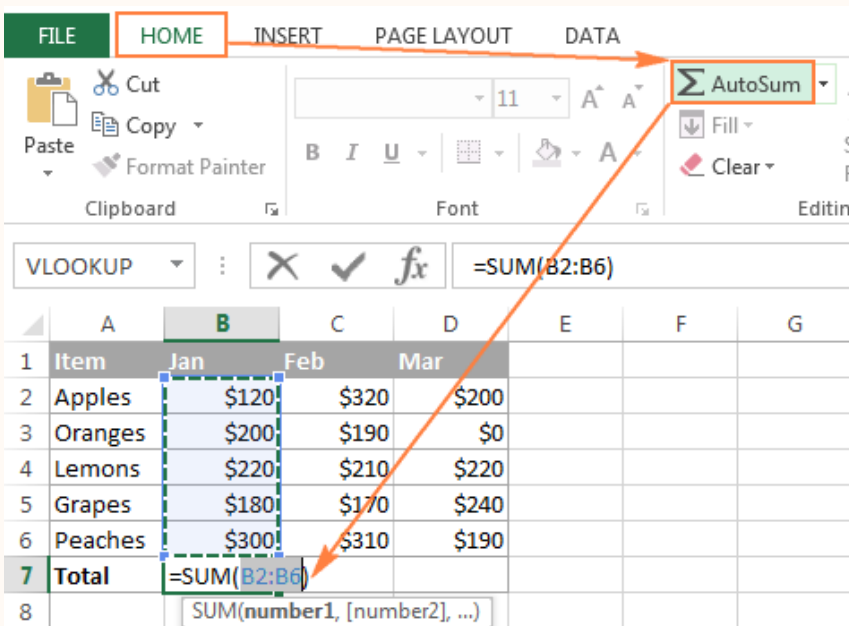
Sum a column			
	A	B	C
1	Item	Jan	Feb
2	Apples	\$120	\$320
3	Oranges	\$200	\$190
4	Lemons	\$220	\$210
5	Grapes	\$180	\$170
6	Peaches	\$300	\$310
7	Total		

To **sum a row**, select the cell directly following the last entry in that row.

Sum a row					
	A	B	C	D	E
1	Item	Jan	Feb	Mar	Total
2	Apples	\$120	\$320	\$200	
3	Oranges	\$200	\$190	\$0	
4	Lemons	\$220	\$210	\$220	
5	Grapes	\$180	\$170	\$240	
6	Peaches	\$300	\$310	\$190	

2) Click the AutoSum button on either the Home or Formulas tab.

A Sum formula appears in the selected cell, and a range of cells you're adding gets highlighted (B2:B6 in this example):



3) Once the formula has been entered, press Enter to apply it. The calculated total will be displayed in the cell, while the SUM formula will be visible in the formula bar.

B7 : =SUM(B2:B6)				
	A	B	C	D
1	Item	Jan	Feb	Mar
2	Apples	\$120	\$320	\$200
3	Oranges	\$200	\$190	\$0
4	Lemons	\$220	\$210	\$220
5	Grapes	\$180	\$170	\$240
6	Peaches	\$300	\$310	\$190
7	Total	\$1,020		