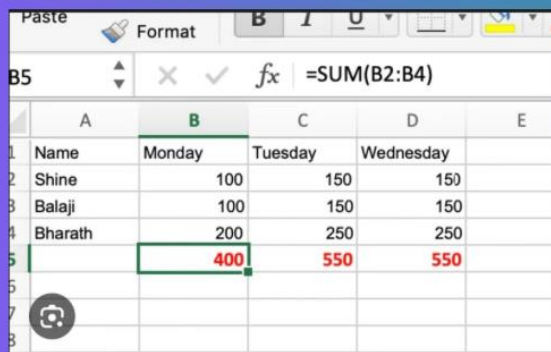


HOW TO USE AUTO SUM

WHAT IS AUTO SUM?

Auto sum is a feature found in spreadsheet (Excel) that allows the users to quickly calculate the sum of a range of numbers.

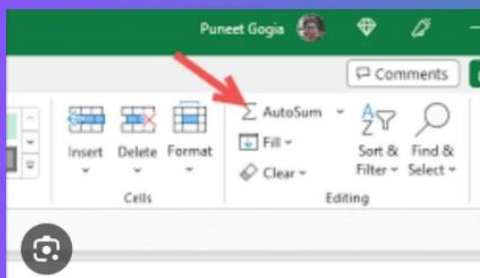
1. You MUST locate Excel on your computer/Laptop software .
Use your cursor and CLICK excel spreadsheet for it to open.
2. Once the software is opened, you would need to add the numerical data, whether it's the sum of multiple range of numbers or just two, into the cell (the boxes shown in the image below).
6. You can also change the range of cells being summed, you can enable this by selecting on the formula bar with your cursor to edit the range.



	A	B	C	D	E
1	Name	Monday	Tuesday	Wednesday	
2	Shine	100	150	150	
3	Balaji	100	150	150	
4	Bharath	200	250	250	
5		400	550	550	
6					
7					
8					



3. The data put into the cells can be placed under each other or next to each other - they can also be in a different row or column.
4. After Information has been added into the Cells you are now ready to locate auto sum. There are many ways to locate it:
 - A crucial way of finding it's under the home TAB in the editing group.
 - Another convenient way of finding Auto Sum is In the FORMULA TAB next to "Insert Function"



5. Now that Auto-sum has been located you can now sum up any data that needs to be summed up by Clicking Auto Sum. However you can also select cells with the data to enable Auto sum.

OR

- By selecting a Cell where the total should appear.

