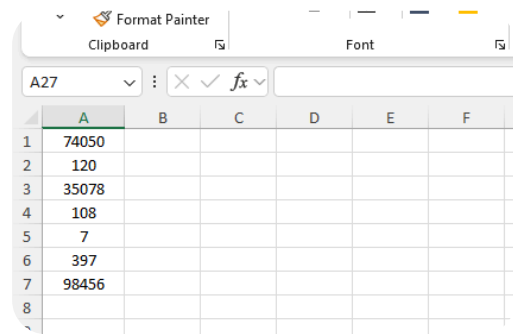


HOW TO USE AUTOSUM IN EXCEL

VLADISLAV PRODAN , STUDENT ID: 2440094

1. Open your Excel spreadsheet

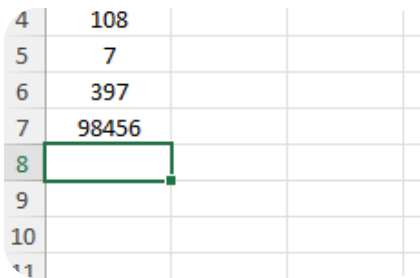
Start by opening Microsoft Excel and preparing a table with the numbers you want to add. For example :



	A	B	C	D	E	F
1	74050					
2	120					
3	35078					
4	108					
5	7					
6	397					
7	98456					
8						

2. Click on the cell where you want the total.

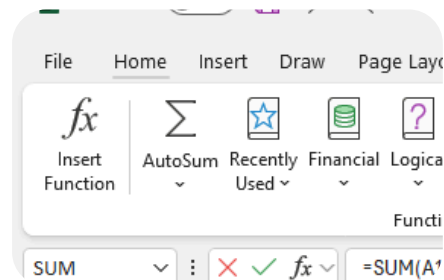
Click on the empty cell directly below a column of numbers, or to the right of a row of numbers. This is where the total will be displayed.



4	108					
5	7					
6	397					
7	98456					
8						
9						
10						
11						

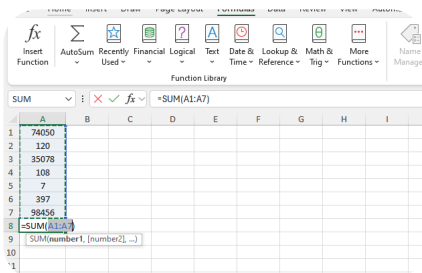
3. Go to the Home tab

Go to the Home tab on the ribbon at the top of the screen. Look for the AutoSum icon (Σ), usually found on the right side. Click the button once



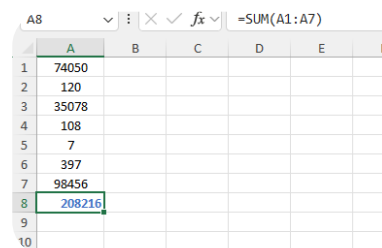
4. Click "AutoSum" (Σ symbol)

Make sure the correct cells are selected (e.g. A1 to A5). If not, you can use your mouse to select the right range before proceeding. As shown in this example



5. FINAL STEP : Press ENTER

Once the correct range is selected, simply press the Enter key. Excel will instantly display the total in the selected cell using the formula `=SUM(...)`.



	A	B	C	D	E	F
1	74050					
2	120					
3	35078					
4	108					
5	7					
6	397					
7	98456					
8	208216					
9						
10						

What is AutoSum ?

AutoSum is a button in Excel that quickly totals selected numbers without you having to write a formula.

Why AutoSum is Important:

- Saves Time - Instantly adds up values without typing the formula.
- Reduces Errors - Minimizes mistakes in writing formulas.
- User-Friendly- Great for beginners.
- Quick Totals- Helps you quickly total columns or rows of numbers.