

How to Use AutoSum in Excel.

What is AutoSum?

AutoSum is a feature in Microsoft Excel that automatically inserts the sum formula to total a range of numbers, saving you from writing the formula manually.

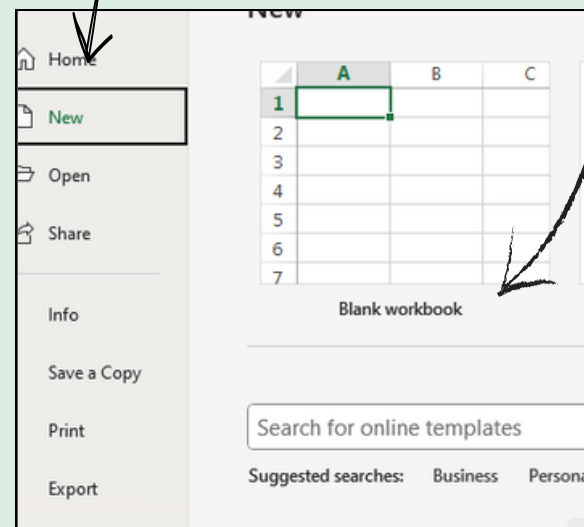
“AutoSum saves time and improves accuracy when working with totals and large data sets.”
Weverka, 2019

Step 1:

- Open Excel.



- Click “NEW” in the top left and select “BLANK WORKBOOK.”



Step 2:

A	B	C
HOW TO USE AUTOSUM		
	5	
	5	
	7	
	9	
	13	
	19	
	25	
TOTAL		

- Enter the values you want to total in a column, just like the example shown (e.g. 5, 7, 9)



BENEFITS AND TIPS

- ✓ Using autosum not only saves time but reduces the risk of mistakes



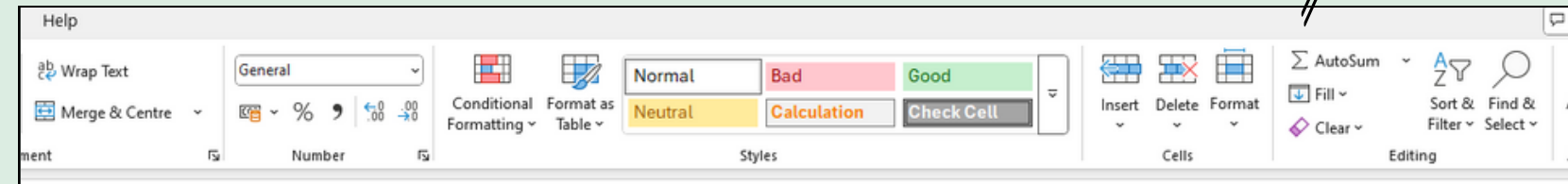
- Press Alt + = on your keyboard to quickly insert the AutoSum formula



- You can sum rows as well as columns.

Step 4:

- With the cells highlighted, go to the toolbar at the top.
- In the “Function Library” group, click on “AutoSum” (Σ)



Step 3:

- Click on the first “CELL” with a value.
- Drag your mouse down to highlight all the cells you want to sum.

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TOTAL		

Step 5:

- Excel will automatically calculate and display the total just below your list of numbers.

HOW TO USE AUTOSUM		
	5	
	5	
	7	
	9	
	13	
	19	
	25	
TOTAL	83	

References

- Weverka, P. (2019). *Office 365 All-in-One For Dummies*. Hoboken: John Wiley & Sons.
- Microsoft (2024). Use auto sum to sum numbers in excel. Available at: https://support.microsoft.com/en-us/office/use-autosum-to-sum-numbers-in-excel-543941e7-e783-44ef-8317-7d1bb85fe706_ (Accessed: 10 April 2025).