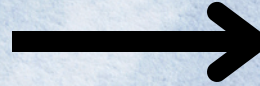


Livia Calin - 2439767 - How to use AutoSum in excel?

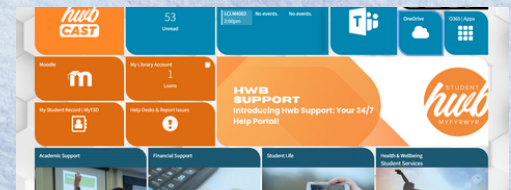
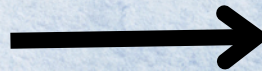
Excel is a spreadsheet software that allows users to organize data, perform calculations, create charts and graphs. The steps below will guide you on how to use autosum in excel.



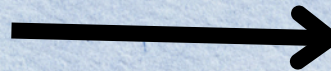
first step - Get a fully function laptop or computer so you can work on



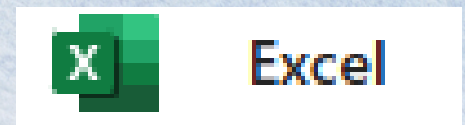
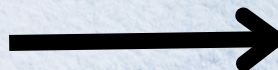
Step 2- you can find Excel in 365 app in your HWB home page .



step 3 - go to the 365 app option

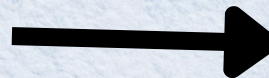


step 4 go to the 365 page you will find more options of apps but you go into the excel app



Step 5: Select the Cell

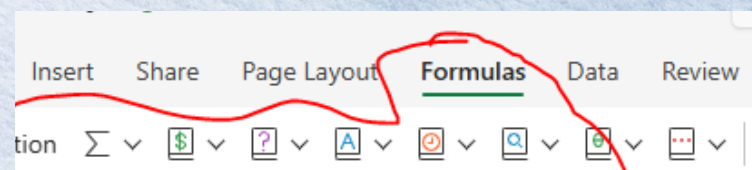
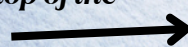
Select the cell where you want to display the sum. This cell should be below or next to the range of cells you want to sum.



	A	B	C	D
	11			
	24	Sum		107
	9			
	13			

step 6 Go to the Formula Tab

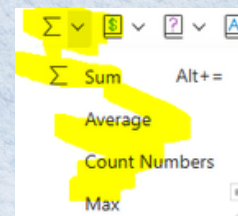
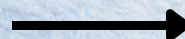
Go to the "Formula" tab in the ribbon at the top of the Excel window.



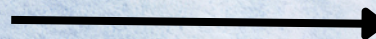
Step 7 Click AutoSum

Click on the "AutoSum" button in the "Function Library" group. A dropdown menu will appear with various options, including "Sum".

Adjust the range: If the detected range is incorrect, you can manually adjust it by dragging the selection handles or typing the correct range in the formula bar.



Last step is step 8 -Apply the formula: Press "Enter" to apply the formula. The sum will be calculated and displayed in the selected cell.



	A	B
1	Items	Sales
2	Apples	\$120
3	Oranges	\$200
4	Lemons	\$220
5	Grapes	\$180
6	Peaches	\$300
7	Pears	\$340
8	Kiwis	\$280
9	Total	\$1,640

	A	B	C
1	Items	Sales	
2	Apples	\$120	
3	Oranges	\$200	
4	Lemons	\$220	
5	Grapes	\$180	
6	Peaches	\$300	
7	Pears	\$340	
8	Kiwis	\$280	
9	Total		\$1,640

Here are some helpful tips for autosum :

Make sure the cells you want to sum are in a continuous range.

AutoSum can also be used for other calculations like Average, Count, and more.

If AutoSum doesn't detect the correct range, check for any blank cells or non-numeric data in the range.

By following these steps, you can quickly and easily use AutoSum to calculate



	A	B	C
1	fruit and vegetable shop		
2			
3			
4	fruit	sales per year	total sum
5	strawberries	£ 109.00	
6	plums	£ 100.00	
7	apple	£ 95.00	
8	oranges	£ 87.33	
9	bananas	£ 80.33	
10	lemons	£ 73.33	
11	coconut	£ 66.33	
12	kiwi	£ 59.33	
13	pineapples	£ 52.33	
14	mango	£ 45.33	
15	watermelon	£ 38.33	
16	avocado	£ 31.33	