

How to use AutoSum in Excel.

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Identify the data

determine which column or row of numbers you want to sum

Choose the cell

select the cell that must show the total, which is typically to the right of the row, you wish to sum or just below the column.

Select AutoSum

on the Excel ribbon, select the Home "tab. Find the AutoSum " button in the "Editing" category: it resembles the sigma symbol. Press the AutoSum, icon.

Purpose

Microsoft Excel's built-in AutoSum function combines a range of cells together and shows the total in the cell below the range that was chosen. If you need to rapidly add up cells or columns of data, this is useful tool can help you quickly calculate the sum of a range of cells. To utilise AutoSum for precise computation, choose the data range to be added up, turn on the AutoSum shortcut and utilise it

Advantages

- By automatically creating sum formulas for specifics cell ranges. AutoSum save time.
- It lessens the possibility of human error that could happen when adding cells by hand to an Sum function.
- Sum ranges can be included without having to scroll through thousands of cells

HIT ENTER:

After you're satisfied with the formula, hit ENTER to compute and show the total in the chosen cell.

MODIFY IF REQUIRED

You can manually change it by putting in the appropriate cell range or by sliding the selection in the formular bar if the suggested range is incorrect.

Excel Offers a Formular suggestion

Excel will automatically identify the range of neighbouring cells that contain numbers and offer a formular for summation (For example , =SUM(ATA10))>