

Choose the cell below the last value in a column or to the right in a row.

The screenshot shows the Microsoft Excel interface. On the left, the 'Document Recovery' task pane is open, displaying a list of files that have been recovered. The main area contains a table with fruit prices for January, February, and March. A green selection box highlights rows 8 through 19, and a pink annotation explains how to select multiple rows.

Document Recovery

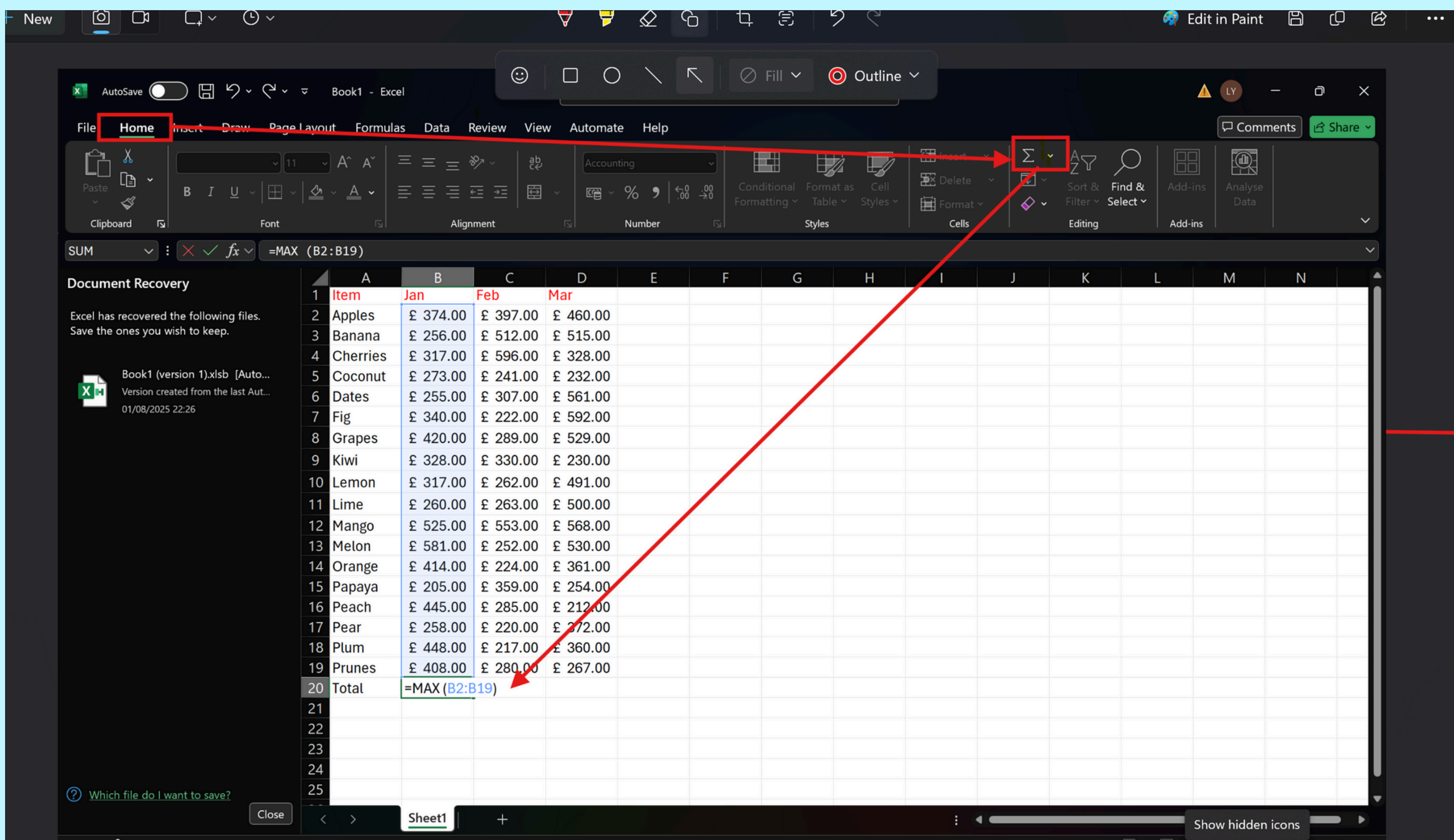
- Book1 (version 1).xlsx [Auto...]
Version created from the last Aut...
01/08/2025 22:26

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Item	Jan	Feb	Mar										
2	Apples	£ 374.00	£ 397.00	£ 460.00										
3	Banana	£ 256.00	£ 512.00	£ 515.00										
4	Cherries	£ 317.00	£ 596.00	£ 328.00										
5	Coconut	£ 273.00	£ 241.00	£ 232.00										
6	Dates	£ 255.00	£ 307.00	£ 561.00										
7	Fig	£ 340.00	£ 222.00	£ 592.00										
8	Grapes	£ 420.00	£ 289.00	£ 529.00										
9	Kiwi	£ 328.00	£ 330.00	£ 230.00										
10	Lemon	£ 317.00	£ 262.00	£ 491.00										
11	Lime	£ 260.00	£ 263.00	£ 500.00										
12	Mango	£ 525.00	£ 553.00	£ 568.00										
13	Melon	£ 581.00	£ 252.00	£ 530.00										
14	Orange	£ 414.00	£ 224.00	£ 361.00										
15	Papaya	£ 205.00	£ 359.00	£ 254.00										
16	Peach	£ 445.00	£ 285.00	£ 212.00										
17	Pear	£ 258.00	£ 220.00	£ 372.00										
18	Plum	£ 448.00	£ 217.00	£ 360.00										
19	Prunes	£ 408.00	£ 280.00	£ 267.00										
20														

Use Ctrl + Shift + Down Arrow to select all rows below a given row

2. Click AutoSum:

Locate this button on the “Home” tab, marked by the Σ symbol.



3. Check the range:

Ensure Excel has identified the correct range;
adjust if neccesary.

The screenshot shows the Microsoft Excel interface. The formula bar at the top displays the formula `=MAX(B2:B19)` for cell B20. A red arrow points from the formula bar to the cell B20, which contains the value £ 581.00. The spreadsheet data is as follows:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Item	Jan	Feb	Mar										
2	Apples	£ 374.00	£ 397.00	£ 460.00										
3	Banana	£ 256.00	£ 512.00	£ 515.00										
4	Cherries	£ 317.00	£ 596.00	£ 328.00										
5	Coconut	£ 273.00	£ 241.00	£ 232.00										
6	Dates	£ 255.00	£ 307.00	£ 561.00										
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8	Grapes	£ 420.00	£ 289.00	£ 529.00										
9	Kiwi	£ 328.00	£ 330.00	£ 230.00										
10	Lemon	£ 317.00	£ 262.00	£ 491.00										
11	Lime	£ 260.00	£ 263.00	£ 500.00										
12	Mango	£ 525.00	£ 553.00	£ 568.00										
13	Melon	£ 581.00	£ 252.00	£ 530.00										
14	Orange	£ 414.00	£ 224.00	£ 361.00										
15	Papaya	£ 205.00	£ 359.00	£ 254.00										
16	Peach	£ 445.00	£ 285.00	£ 212.00										
17	Pear	£ 258.00	£ 220.00	£ 372.00										
18	Plum	£ 448.00	£ 217.00	£ 360.00										
19	Prunes	£ 408.00	£ 280.00	£ 267.00										
20	Total	£ 581.00												
21														
22														

The document recovery pane on the left shows a list of files, including "Book1 (version 1).xlsb [Auto...]" created on 01/08/2025 at 22:26.

4. Press Enter:

Complete the sum, and see the total in the selected cell.

The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Item	Price													
2	Apples	£1,104.00													
3	Oranges	£ 997.00													
4	Bananas	£1,107.00													
5	Pears	£ 778.00													
6	Paoaya	£ 883.00													
7	Mango	£1,194.00													
8	Melon	£1,022.00													
9	Total	£7,085.00													
10															
11															
12															
13															
14															

The formula bar shows the formula `=SUM(B2:B8)` being entered in cell B9. A blue arrow points from the formula bar to cell B9, and another blue arrow points from cell B8 to cell B9.