

How To Use AutoSum In Excel

sefora tanase

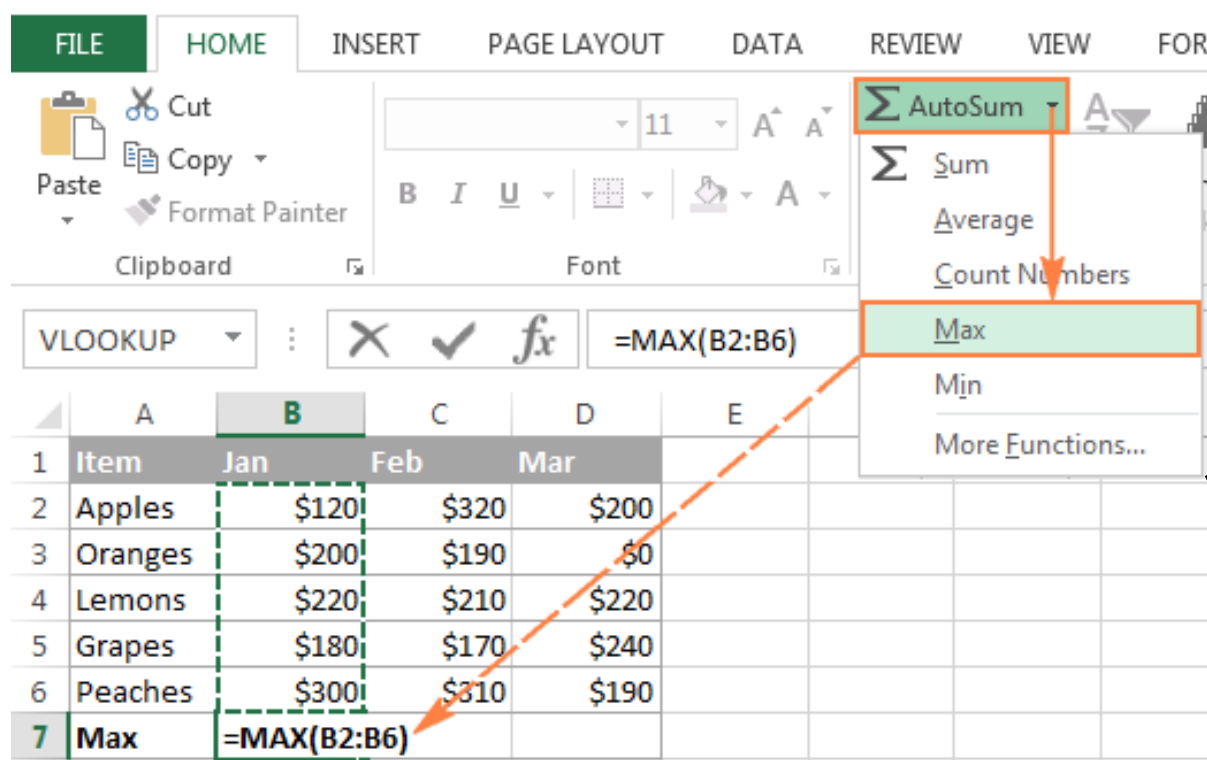
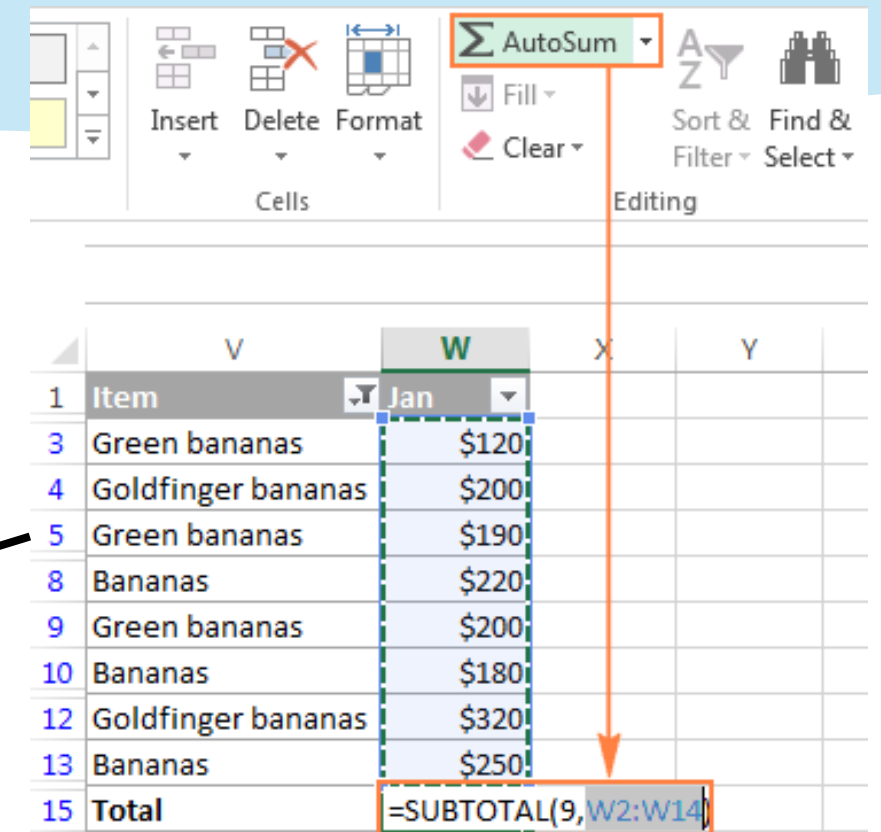
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The AutoSum function in Excel is a very helpful useful tool that allows users to quickly calculate the sum of a group of numbers, saving time and reducing errors. It is often used for basic addition tasks and is especially helpful when working with large tables of numerical data

Here is how you can use it:

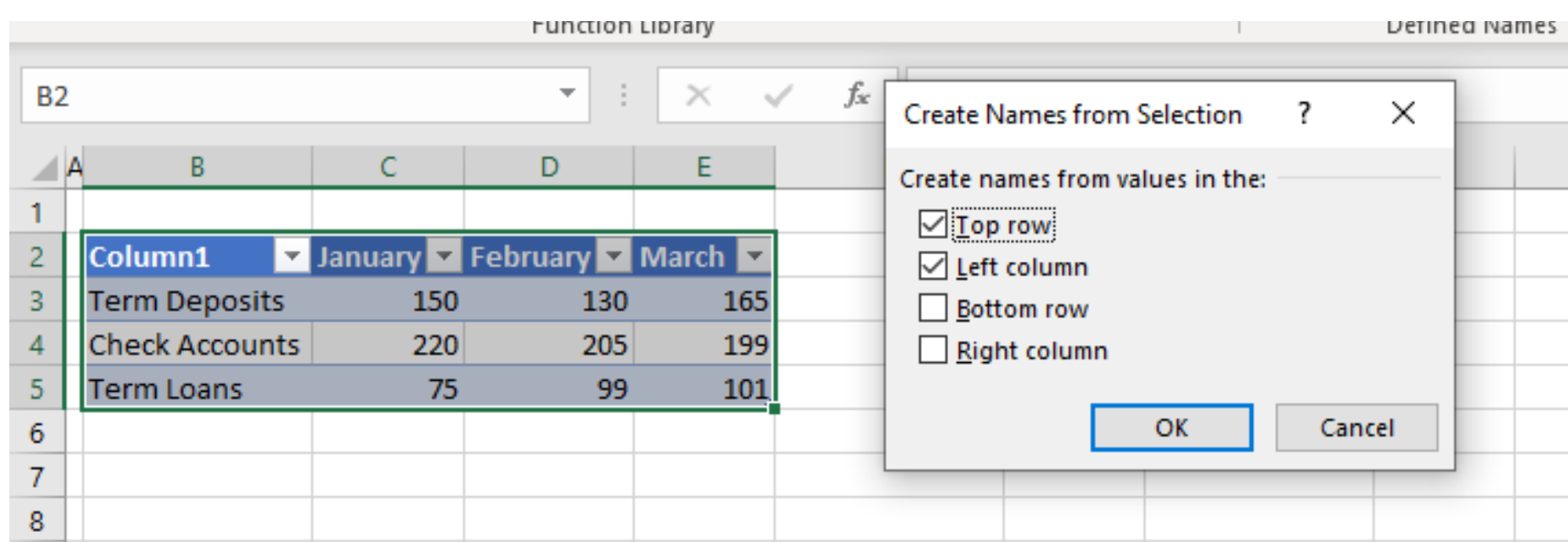
- 1 Select the cell where you want the sum to appear:

Click on the cell directly below a column of numbers (or the right of a row) where you want the sum to be displayed. Excel will use this position to suggest a range of cells to sum up.



- 2 access the autosum function :

Go to the 'formulas' tab on the excel ribbon, the click on the 'Autosum' button, which is represented by the Greek letter Sigm You can also find it under the 'Home' tab in the 'Editing' group. When you click it, Excel automatically highlights what it thinks you want to sum.



- 3: Confirm the selection:

Excel will try to automatically guess the range of cells you want to sum. if the selection is correct, press 'enter'. if not you can manually adjust the selection by dragging with the mouse or directly entering the correct cell references.

The image shows a spreadsheet with columns A, B, C, and D. Row 1 has a header 'Loan amount' in column B and '20,00,000.00' in column C. Rows 2-7 contain loan details. Row 8 has a 'Monthly payment' row in column B, and the formula bar shows '=PMT(C6,C7,-C2)'.

	A	B	C	D
1				
2		Loan amount	20,00,000.00	
3		Interest rate (annual)	7.5%	
4		Payment frequency	Monthly	
5		Period of the loan (years)	10	
6		Monthly interest	0.00625	
7		Total number of payments	120	
8				
9		Monthly payment	₹ 23,740.35	
10		Total interest		
11				
12				
13				

- 4 : Check the result:

the calculated amount will appear in the initially selected cell.