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Session: February 2025 Term

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HOW TO USE AUTOSUM IN EXCEL

What is AutoSum?

AutoSum quickly adds number in a row or column – perfect for totals!



How to Use It:

- ✓ Step 1: Click the cell where you want the total
- ✓ Step 2: Go to the Home tab
- ✓ Step 3: Click AutoSum (Σ)
- ✓ Step 4: Excel will highlight the range it thinks you want to add
- ✓ Press 5: Press Enter – Done!



Tip:

You can also press **Alt + =** on your keyboard for a shortcut!



Why Use It?

- ☒ Saves time
- ☒ Reduces errors

Keep your Excel skills sharp – let AutoSum do the work!