

How to Use AutoSum in Excel: A Quick Guide for Fast Calculations!

Want to add up numbers in Excel instantly?
AutoSum makes it easy to total rows and columns with just one click!

Instructions

- Step 1:** Choose the cell beneath the numbers you wish to add up in the first step of a new Excel file.
- Step 2:** Navigate to the top menus Home tab.
- Step 3:** Click the **AutoSum** (Σ) button in the upper right corner of the Editing window.
- Step 4:** Excel will choose a range on its own. To confirm hit - Enter. Your total sum will show up immediately.

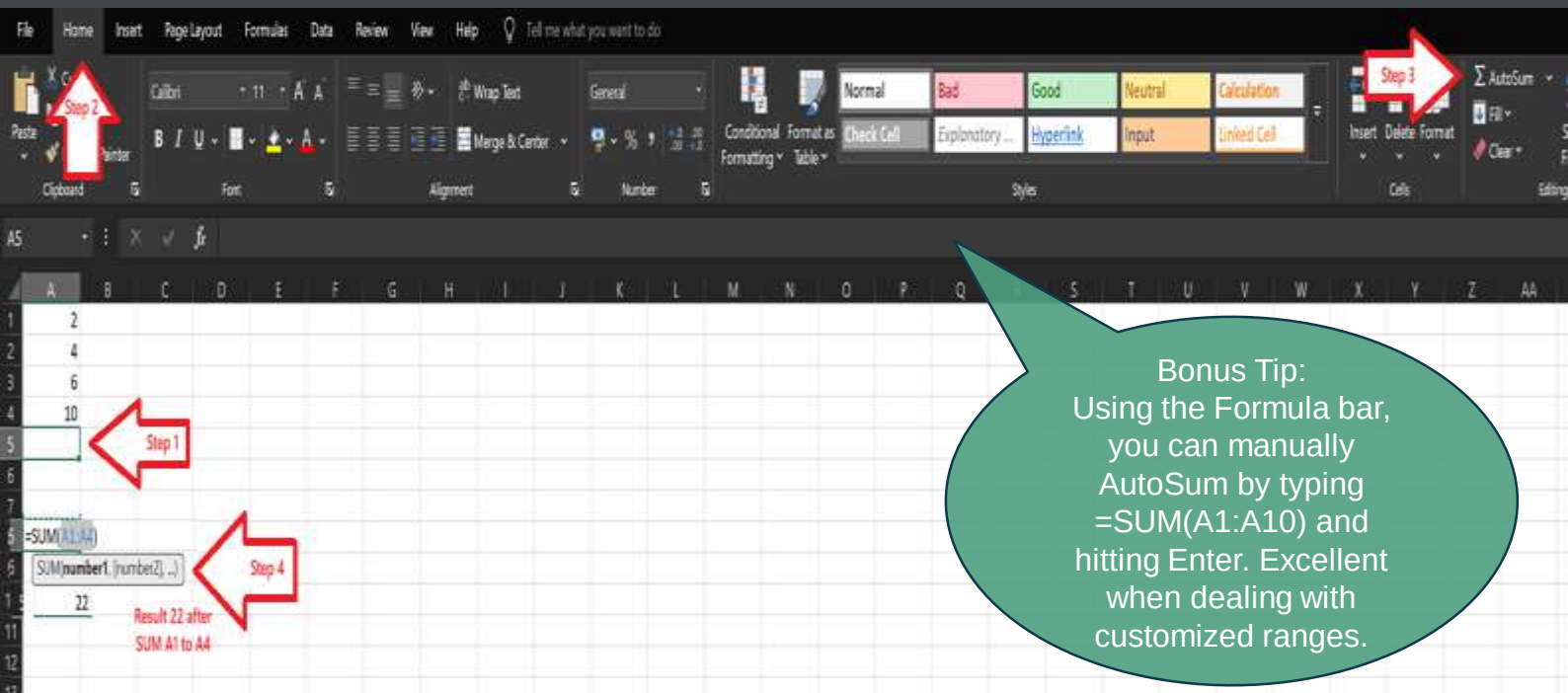
Why Use AutoSum?

Reduces the amount of time spent on manual calculations.

Helps keep lengthy data sheets error-free.

With one-click totals productivity is increased.

Useful for anyone who works with numbers including administrator's analysts and accountants.



Bonus Tip:
Using the Formula bar, you can manually AutoSum by typing `=SUM(A1:A10)` and hitting Enter. Excellent when dealing with customized ranges.

Pro Tips:

- Use **AutoSum** with rows and columns.
- Shortcut:** By pressing **Alt + =** you can quickly access **AutoSum**.
- Verify** the range you have chosen once more before hitting Enter!

References: [www.w3schools.com](https://www.w3schools.com/excel/excel_sum.php). (2024). Excel SUM Function. [online] Available at: https://www.w3schools.com/excel/excel_sum.php.

Powerpoint, Paint, Excel, Screenshot

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