

HOW TO USE AUTOSUM IN EXCEL

AutoSum is a built-in Excel function that quickly adds up a column or row of numbers using the SUM formula (Microsoft, 2023)

📌 STEP-BY-STEP GUIDE

🔧 WHEN TO USE IT?

1234 Step 1: Open your Excel worksheet
Make sure your data is organised in columns or rows.
(Shelly and Vermaat, 2014)

■ **Step 2:** Select the cell below or beside your numbers
Example: If you want to sum values in cells A1 to A5, click on cell A6.

➕ **Step 3:** Click on the AutoSum (Σ) button
Go to the Home tab → In the Editing group, click Σ AutoSum. Excel will automatically detect the range and show: =SUM(A1:A5) (Morley and Parker, 2016)

✅ **Step 4:** Press Enter
Your sum will appear in the selected cell.

Calculating totals in budgets, sales reports, inventories.

- Creating fast summaries in tables.
- Automating repetitive calculations.



📊 EXAMPLE

Item	Quantity
Apples	10
Oranges	15
Bananas	12

Total =SUM(B2:B4) → 37

💡 Tips for Using AutoSum

- Select multiple cells to AutoSum in several rows/columns at once.
- Use **Alt + =** shortcut for quick access.
- You can adjust the formula range manually if Excel doesn't detect the correct one.

📎 **Why It Matters in the Workplace?**

- Saves time ✅
- Reduces human error ❌
- Boosts efficiency 📁

🧠 Remember:

AutoSum = Accuracy + Speed + Simplicity

AutoSum automatically recalculates totals when rows are inserted, improving data integrity (Bovey et al., 2009).

📖 References

Microsoft Support (2023). Use AutoSum to sum numbers. Available at: <https://support.microsoft.com/en-us/excel/autosum>[Accessed 8 July 2025].

Shelly, G.B. and Vermaat, M.E. (2014). Discovering Computers & Microsoft Office 2013: A Fundamental Combined Approach. Boston, MA: Cengage Learning.

Morley, D. and Parker, C. (2016). Understanding Computers: Today and Tomorrow. 16th ed. Boston, MA: Cengage Learning.

Bovey, J.D., Murray, P. and Sharp, D. (2009). Excel 2007 VBA Programming For Dummies. Hoboken, NJ: Wiley.