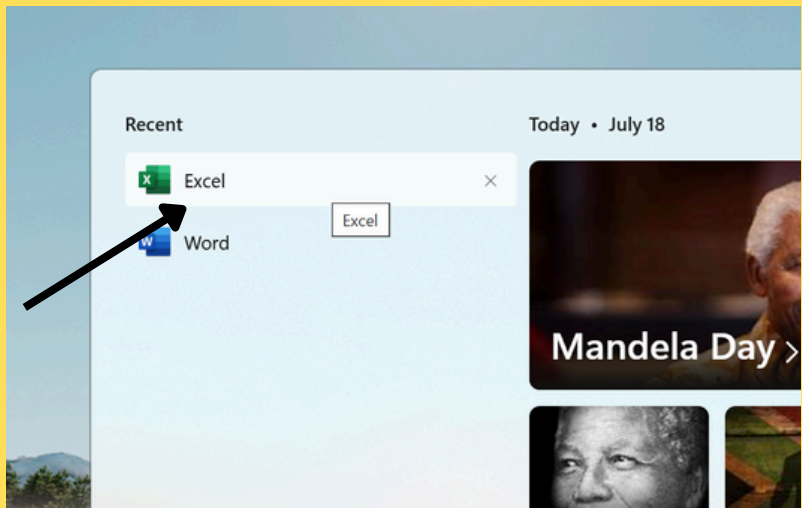


# HOW TO USE AUTOSUM IN EXCEL

## STEP 1

Open your Excel spreadsheet.



## STEP 2

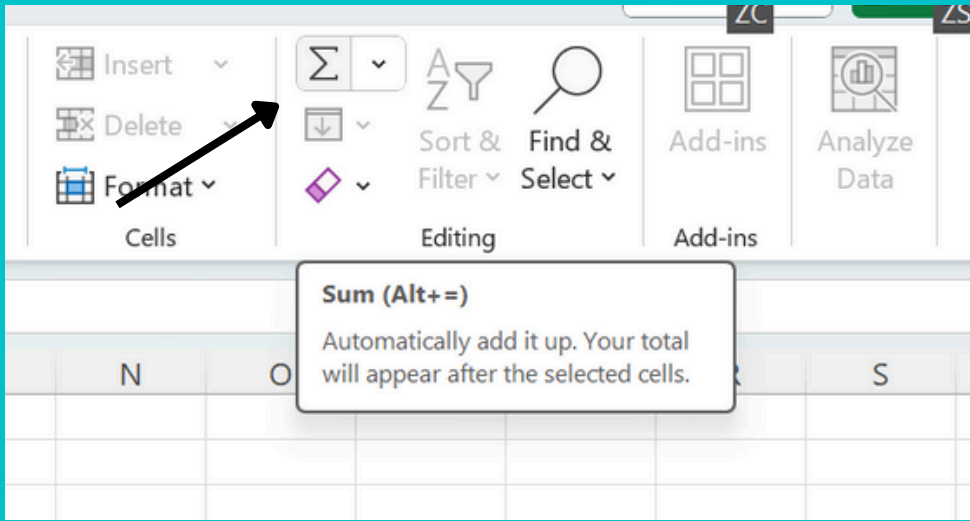
Select the cell in which you want the sum to appear.

|    | A | B     | C       | D        | E | F | G | H | I | J | K |
|----|---|-------|---------|----------|---|---|---|---|---|---|---|
| 1  |   | John  | North   | 4500     |   |   |   |   |   |   |   |
| 2  |   | Mary  | South   | 5200     |   |   |   |   |   |   |   |
| 3  |   | Alex  | East    | 3100     |   |   |   |   |   |   |   |
| 4  |   | Sarah | West    | 6000     |   |   |   |   |   |   |   |
| 5  |   | David | North   | 4200     |   |   |   |   |   |   |   |
| 6  |   | Emma  | South   | 4800     |   |   |   |   |   |   |   |
| 7  |   |       |         |          |   |   |   |   |   |   |   |
| 8  |   |       |         |          |   |   |   |   |   |   |   |
| 9  |   |       | SUM     |          |   |   |   |   |   |   |   |
| 10 |   |       | AVERAGE | 4633.333 |   |   |   |   |   |   |   |
| 11 |   |       | COUNT   | 6        |   |   |   |   |   |   |   |
| 12 |   |       | MAX     | 6000     |   |   |   |   |   |   |   |
| 13 |   |       | MIN     | 3100     |   |   |   |   |   |   |   |
| 14 |   |       |         |          |   |   |   |   |   |   |   |

## STEP 3

Click the “Auto sum” button.

On the ‘Home’ tab, go to the far right (Under ‘Editing’) and click the  $\Sigma$  button.



## STEP 4

The cells that need to be summed up will be highlighted. If the wrong cells are highlighted, you may do it manually.

|    | A | B     | C       | D               | E | F |
|----|---|-------|---------|-----------------|---|---|
| 1  |   | John  | North   | 4500            |   |   |
| 2  |   | Mary  | South   | 5200            |   |   |
| 3  |   | Alex  | East    | 3100            |   |   |
| 4  |   | Sarah | West    | 6000            |   |   |
| 5  |   | David | North   | 4200            |   |   |
| 6  |   | Emma  | South   | 4800            |   |   |
| 7  |   |       |         |                 |   |   |
| 8  |   |       |         |                 |   |   |
| 9  |   |       | SUM     | =SUM(D1:D8)     |   |   |
| 10 |   |       | AVERAGE | =AVERAGE(D1:D8) |   |   |
| 11 |   |       | COUNT   | =COUNT(D1:D8)   |   |   |
| 12 |   |       | MAX     | =MAX(D1:D8)     |   |   |
| 13 |   |       | MIN     | =MIN(D1:D8)     |   |   |
| 14 |   |       |         |                 |   |   |
| 15 |   |       |         |                 |   |   |
| 16 |   |       |         |                 |   |   |
| 17 |   |       |         |                 |   |   |
| 18 |   |       |         |                 |   |   |

## STEP 5

Press Enter and the cells should be added up!

|    | A | B     | C       | D        | E |
|----|---|-------|---------|----------|---|
| 1  |   | John  | North   | 4500     |   |
| 2  |   | Mary  | South   | 5200     |   |
| 3  |   | Alex  | East    | 3100     |   |
| 4  |   | Sarah | West    | 6000     |   |
| 5  |   | David | North   | 4200     |   |
| 6  |   | Emma  | South   | 4800     |   |
| 7  |   |       |         |          |   |
| 8  |   |       |         |          |   |
| 9  |   |       | SUM     | 27800    |   |
| 10 |   |       | AVERAGE | 4633.333 |   |
| 11 |   |       | COUNT   | 6        |   |
| 12 |   |       | MAX     | 6000     |   |
| 13 |   |       | MIN     | 3100     |   |
| 14 |   |       |         |          |   |

# DONE!

You now know how to use Auto Sum in MS Excel, good work!