

How to use AutoSum in Excel by Eyob Hunter



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What is Microsoft Excel? Microsoft Excel is a spreadsheet editor developed by Microsoft for Windows, macOS, Android, IOS and iPadOS. It features calculation or computation capabilities, graphing tools, pivot tables, and a macro programming language called Visual Basic for Applications (VBA). Excel forms part of the Microsoft 365 and Microsoft Office suites of software and has been developed since 1985. Among some of the functions Microsoft Excel is used, it can be used for grading school results or in different workplaces and many more...

What is AutoSum in Excel? The **AutoSum** function in Excel is a quick and efficient way to calculate the sum of a range of numbers. It can also be used for other basic functions like average, count, max, and min. These are the steps as followed.

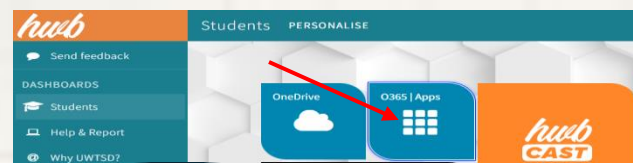
Step 1: Get access to a laptop that can operate Microsoft Excel



Step 2: Go on Microsoft Edge or Google Chrome which ever you prefer and log into your UWTSD hub



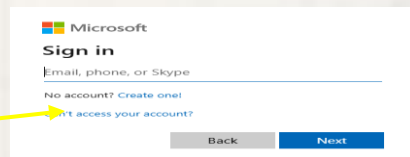
Step 3: Open Microsoft 365 apps



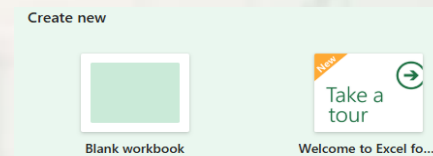
Step 4: Open Microsoft Excel



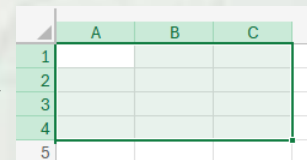
Step 5: Sign in to your account or log into Microsoft Excel to get full access to use the platform



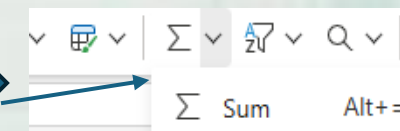
Step 6: Create a blank workbook or upload your document on the platform to complete your project



Step 7: Click the cell where you want the total to appear



Step 8: **Click AutoSum:** Go to the **Home** tab on the ribbon, and click the **AutoSum (Σ)** button in the Editing group or use (Alt + =)



Step 9: **Confirm the Range:** Excel will automatically select a range of adjacent cells. If the range is correct, press Enter. If not, adjust the range by dragging your mouse over the desired cells, then press Enter. This would reveal the total we have selected

	A	B
1	Fruit and veg shop	
2	Fruit	Sales per year
3	Mango	£8,300.00
4	Banana	£4,000.00
5	Tomato	£5,000.00
6	Potato	£6,500.00
7	Okra	£7,000.00
8	Carrot	£2,000.00
9	Pear	£6,000.00
10	Mushroom	£4,500.00
11	Pineapple	£9,000.00
12		
13		

Other Functions with AutoSum

Click the dropdown arrow next to the **AutoSum (Σ)** button to access:

- **Average:** Calculates the average of the selected range.
- **Count Numbers:** Counts numeric entries in the range.
- **Max:** Finds the largest number in the range.
- **Min:** Finds the smallest number in the range.

This feature is especially handy for quickly analysing data without manually entering formulas. Let me know if you'd like tips on more advanced Excel functions