

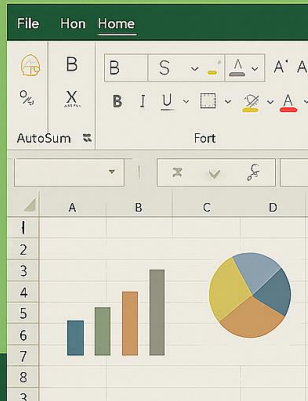
UWTSD BIRMINGHAM



EXPLORE EXCEL!

Get started with Microsoft Excel
and unlock its potential!

- ✓ Organize and analyze your data
- ✓ Build charts and graphs with ease
- ✓ Streamline tasks using formulas
- ✓ Boost your productivity



TOP EXCEL TIP: AUTOSUM MADE SIMPLE

Need to total numbers quickly?
Excel's AutoSum feature is easy!

Step-by-Step: How to Use AutoSum

1. Click the cell where you want the total to appear.
2. Go to the Home tab on the Ribbon
3. Click AutoSum (Σ)
4. Excel will automatically select the range it thinks you want
5. Press Enter to confirm

Start your journey today! **IAIN BYRNE**

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