



How to Use Autosum in Excel – Step by Step

LUCIANA DE LARA FRANCO - 2431984

★ What is Autosum?

The **Autosum** (Σ) function in Excel allows you to quickly add up a list of numbers **without having to type the formula manually**.

➡ Step-by-Step Guide

➡ Step 1: Enter the Numbers

Type the numbers into consecutive cells.

Example: A1 = 10, A2 = 20, A3 = 30.

➡ Step 2: Select the Total Cell

Click on the **cell just below the numbers** (e.g., A4), where you want the result to appear.

➡ Step 3: Click on the Autosum Button (Σ)

Go to the **Home tab** in the top toolbar and click on the Σ **Autosum** button.

➡ Step 4: Press Enter to See the Result

Excel will automatically suggest the formula.

Example:

excel

=SUM(A1:A3)

Press **Enter**, and the total (e.g., 60) will appear in the selected cell.



Quick Recap:

1. Enter the numbers
2. Select the total cell
3. Click the Σ Autosum button
4. Press Enter to see the result

10
20
30
60

Book 5.xlsx

Congratulations, you created an Autosum in Excel!!

