

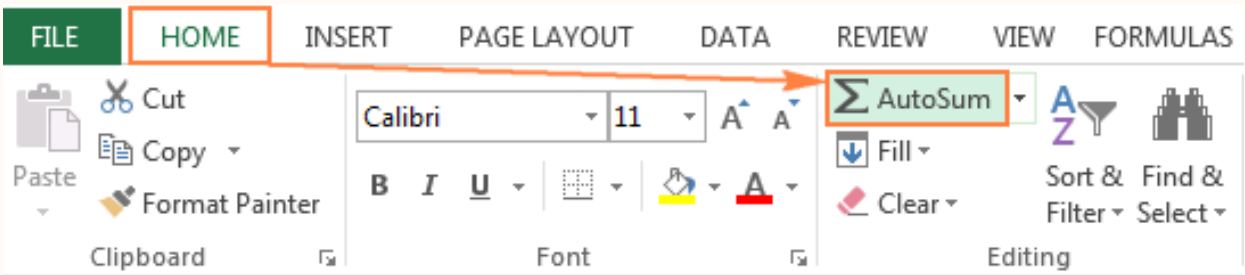
HOW TO USE AUTOSUM IN EXCEL



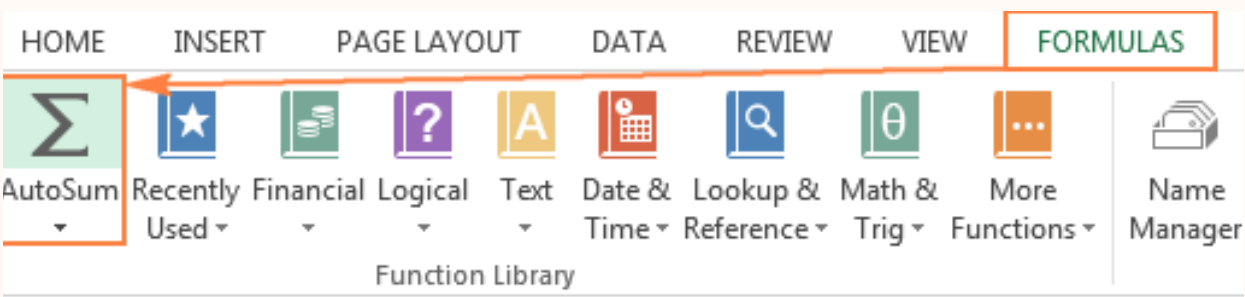
1. Where is the AutoSum button in Excel?

The AutoSum button in Excel is located in two places:

The **Home tab** within the Editing group



The **Formulas tab** within the Function Library group



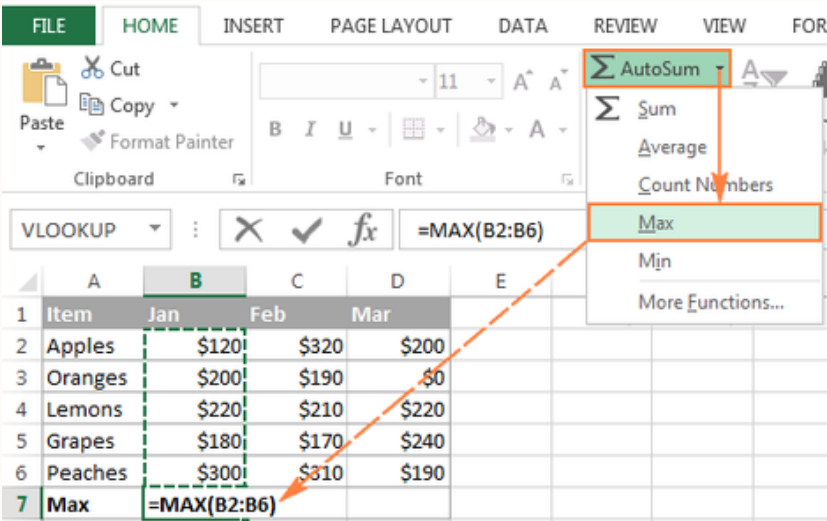
3. How to use AutoSum with other functions:

You can use Excel's AutoSum button to insert other functions, such as:

- AVERAGE** - to return the average of numbers.
- COUNT** - to count cells with numbers.
- MAX** - to get the largest value.
- MIN** - to get the smallest value.

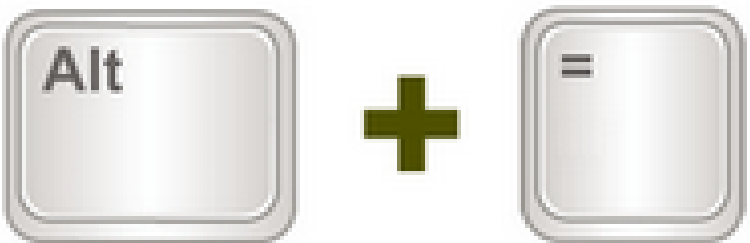
All you need to do is select a cell where you want to insert a formula, click the AutoSum drop-down arrow, and choose the desired function from the list.

For example, this is how you can get the largest number in column B:



4. Shortcut for Sum in Excel

You can use the following Excel AutoSum keyboard shortcut to total cells: Pressing the Equal Sign key while holding the Alt key inserts a Sum formula in a selected cells(s) exactly like pressing the AutoSum button on the ribbon does.



2. To apply AutoSum in Excel step by step guide:

1) Select a cell next to the numbers you want to sum:

To **sum a column**, select the cell immediately below the last value in the column.

Sum a column

	A	B	C
1	Item	Jan	Feb
2	Apples	\$120	\$320
3	Oranges	\$200	\$190
4	Lemons	\$220	\$210
5	Grapes	\$180	\$170
6	Peaches	\$300	\$310
7	Total		

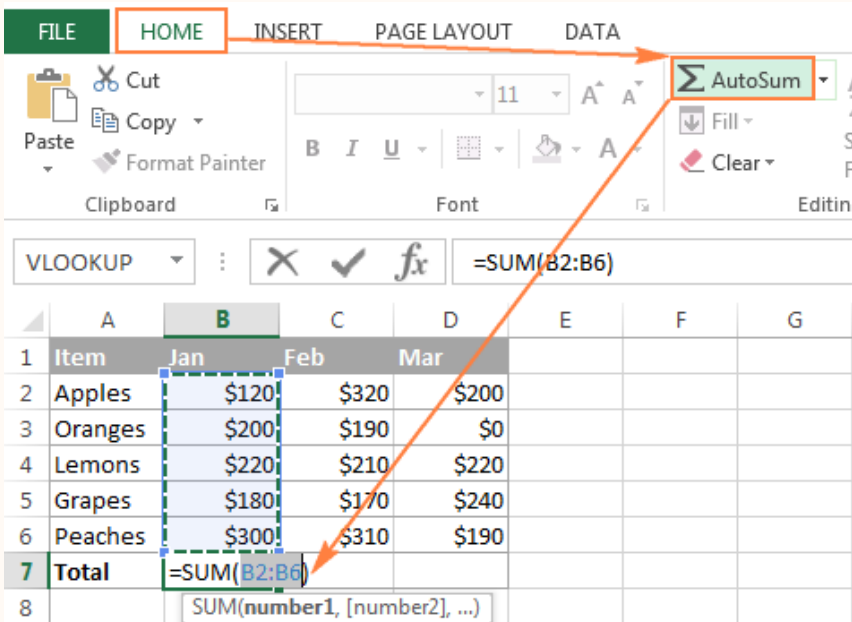
To **sum a row**, select the cell to the right of the last number in the row.

Sum a row

	A	B	C	D	E
1	Item	Jan	Feb	Mar	Total
2	Apples	\$120	\$320	\$200	
3	Oranges	\$200	\$190	\$0	
4	Lemons	\$220	\$210	\$220	
5	Grapes	\$180	\$170	\$240	
6	Peaches	\$300	\$310	\$190	

2) Click the AutoSum button on either the Home or Formulas tab.

A **Sum formula** appears in the selected cell, and a range of cells you're adding gets highlighted (B2:B6 in this example):



3) Press the Enter key to complete the formula. Now, you can see the calculated total in the cell, and the SUM formula in the formula bar:

B7 : =SUM(B2:B6)

	A	B	C	D
1	Item	Jan	Feb	Mar
2	Apples	\$120	\$320	\$200
3	Oranges	\$200	\$190	\$0
4	Lemons	\$220	\$210	\$220
5	Grapes	\$180	\$170	\$240
6	Peaches	\$300	\$310	\$190
7	Total	\$1,020		