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AUTOSUM

Step two

Select the Target Cell: Click on the Target Cell to select it. This is where the result of your sum will be displayed.

Enter the SUM Function: In the Target Cell, type the formula for the SUM function. The basic syntax is `=SUM(range)`, where "range" is the series of cells you want to add together.

Step three

Press Enter: After typing the formula, press the Enter key. The spreadsheet program will calculate the sum of the specified range and display the result in your Target Cell.

For Rows: If you want to sum a row instead, the process is the same. Let's say you have numbers in cells B2 to F2 and you want the sum to appear in G2. You would select G2 and enter `=SUM(B2:F2)`.

Step four

review the Result: After pressing Enter, the sum will appear in your Target Cell. You can always click on the cell again to see the formula you entered, and you can adjust it if necessary.

Step one

Identify the Target Cell: First, you need to decide where you want the sum to appear. This is called the "Target Cell." For a column, this cell should be directly below the last number in that column. For example, if your numbers are in cells C2 to C7, you would select cell C8 as your Target Cell. For a row, the Target Cell should be to the right of the last number in that row.

Example

If you want to sum the values in the "Math" column from cells C2 to C7, you would enter `=SUM(C2:C7)` in cell C8. This tells the spreadsheet to add all the numbers from C2 to C7.

Additional Tips:

If you add more numbers to the column or row later, you can update the range in the formula to include those new cells. Alternatively, you can use the AutoSum feature (usually represented by a sigma symbol) in the toolbar, which automatically detects the range of numbers to sum.

For more detailed instructions, you can refer to the official Microsoft Excel support page [here] (<https://support.microsoft.com/en-us/excel>).