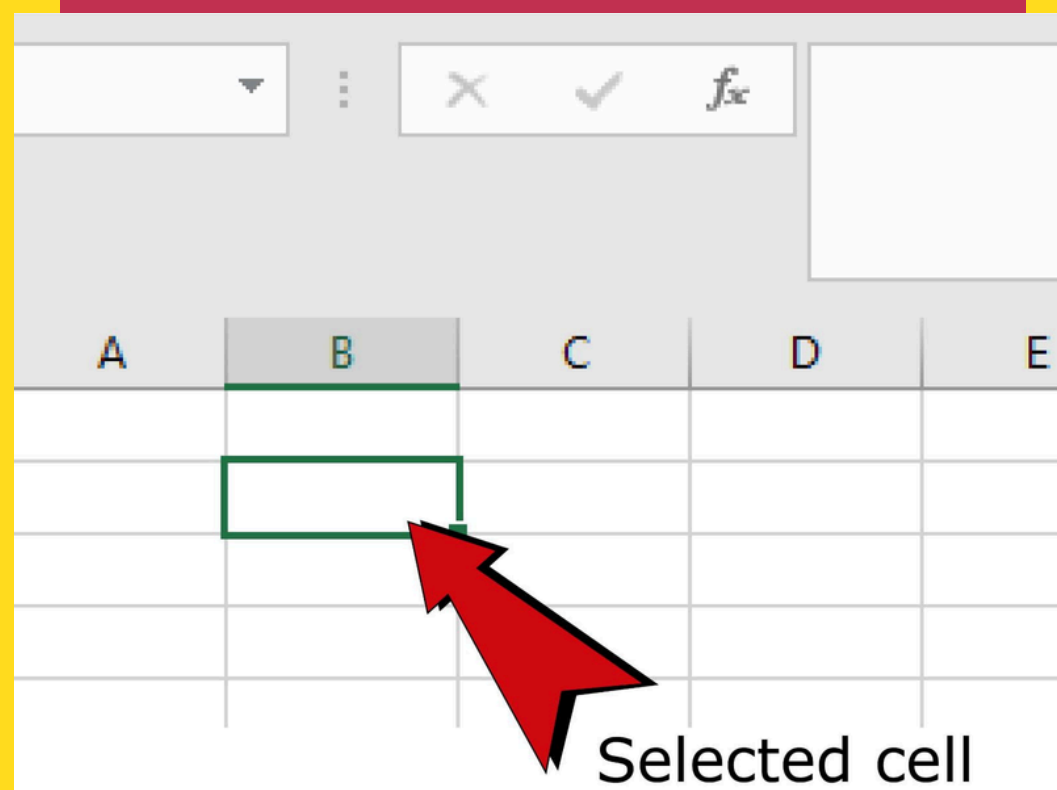


HOW TO USE AUTOSUM IN EXCEL

Here are some tips on how to use autosum in excel:

STEP 1

Select the cell where you want the cell to appear.



STEP 2

Go to the **Home** tab on the Ribbon.



STEP 3

Click the **AutoSum** button in the editing group.



STEP 4

Excel will automatically select a range of numbers.

54	I3012	John Smith	
55	I3013	Martin	
56	I3014	Christine	
57	I3015	Samson	
58	Range	19098	

STEP 5

Press **Enter** to confirm.

