

How to Use AutoSum in Excel?



Excel

WHAT SHOULD YOU KNOW ABOUT THE AUTOSUM FEATURE IN EXCEL?

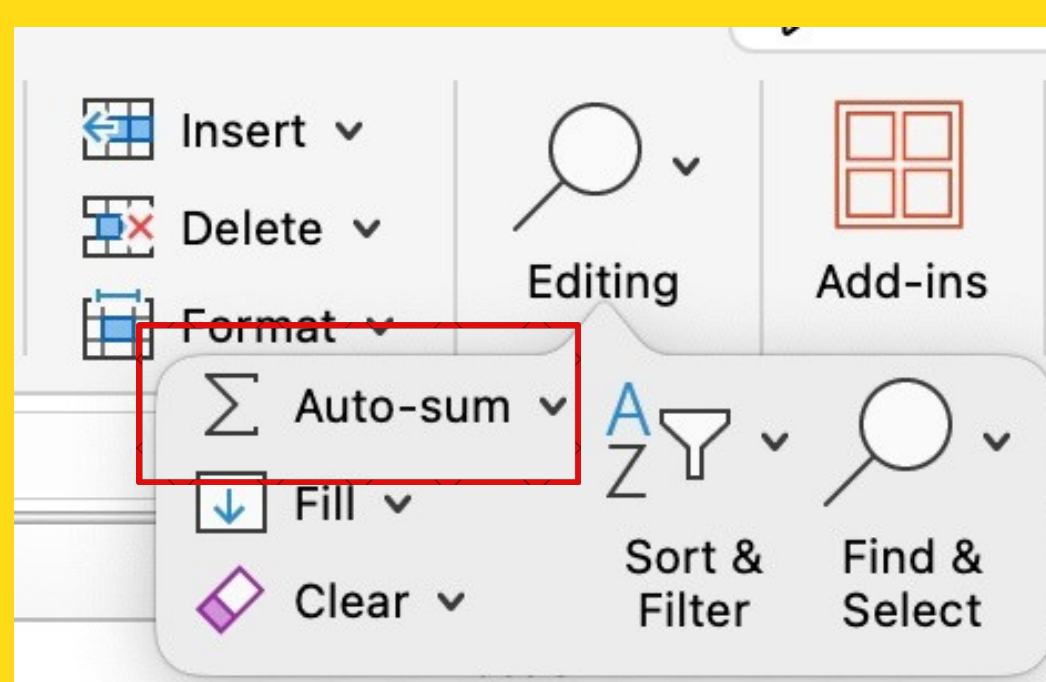
AutoSum = Easy, Accurate & Fast!

- Avoid manual math mistakes while also saving time with AutoSum.
- Using the AutoSum feature, Excel can do your math for you, with just a few clicks. After selecting AutoSum, Excel can automatically enter a formula for summing the numbers.

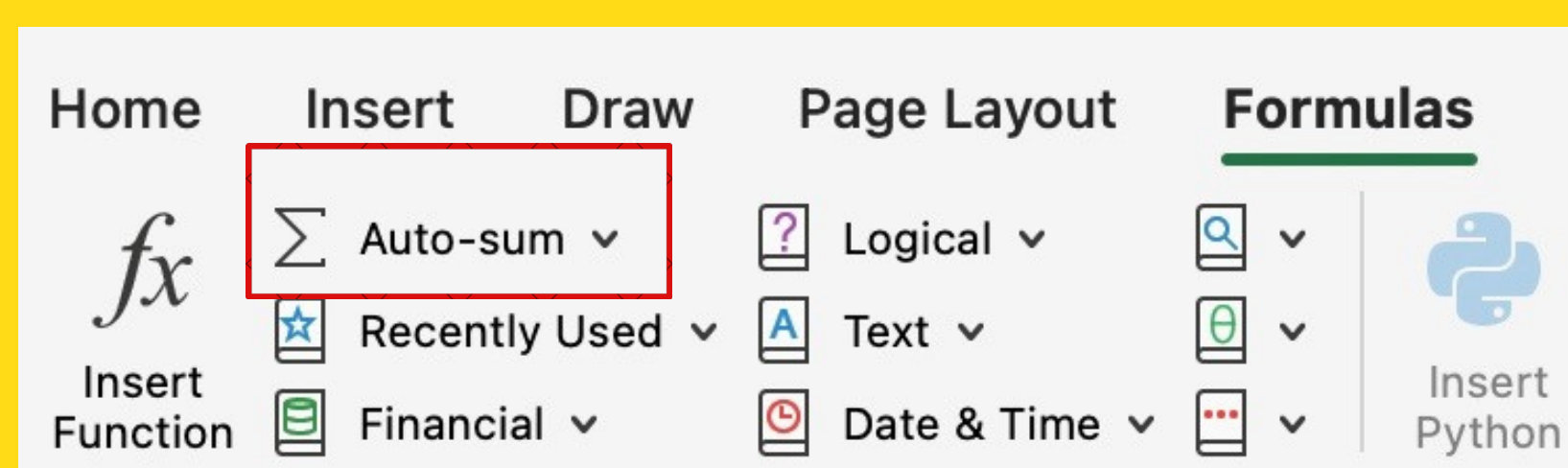
WHERE CAN YOU FIND THIS FEATURE?

AutoSum can be accessed in two ways

- Home > AutoSum (in the editing tab)



- Formulas > AutoSum



PRO-TIP

AutoSum has a short-cut. You can use Alt + = on your board to access the Auto-Sum feature.

A STEP-BY-STEP GUIDE

1. Select the cell in which you need your sum to appear

C	D
Item Description	Cost (£)
June Office Space (London)	2,500.00
Electricity	200
Internet & Phone	120
Staff Wages	12,000.00
Microsoft 365 Subscription	70
Train Tickets (Client Mtg)	85
Google Ads	500
Printer Paper & Ink	60
Public Liability Insurance	150
Bookkeeping Services	300

2. Find the AutoSum option through one of the two ways.

3. Excel selects the range automatically. If this selection is not correct, you can select the correct range by clicking and dragging.

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4. Press enter to get the complete sum.

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BONUS

AutoSum can also help with multiple other things:

- Count Numbers
- Average
- Min
- Max

You can access these functions by clicking on the dropdown next to the AutoSum option.