

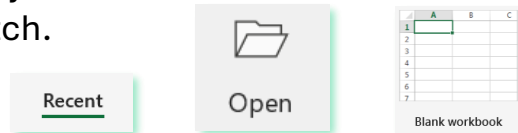
How to Use AutoSum within Microsoft Excel

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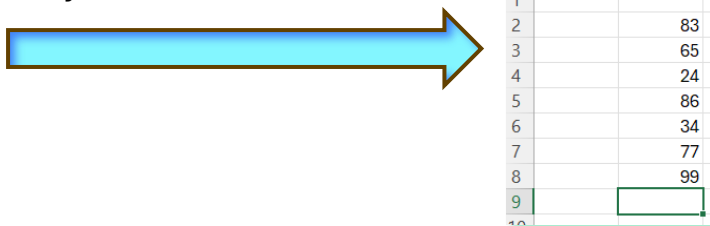
By using the Autosum formula within Microsoft excel, you can easily add up a huge amount of numbers that is inputted into your worksheet. It is usually used to add/calculate certain cells within columns or rows without putting in the formula by yourself. Saving time and being more efficient with you Worksheet/ Workbook

See below how this is done

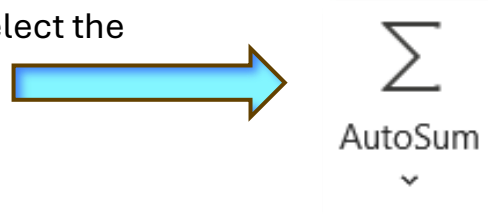
- 1) Open Microsoft Excel
- 2) Choose either a saved document within either your “Recent” or your “Open” tab for which you would like to edit or a Blank Workbook to start from scratch.



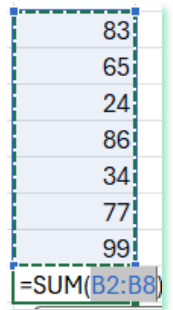
- 3) Which ever workbook you open, input the values that need to be summed up, choose the values you have inputted, choose a cell you would like your final sum to be added.



- 4) At the top of the Worksheet select the Autosum tab which looks like.



- 5) Your numerical values will automatically highlight within the cells, with the initial cell chosen for the summed value by having the formula automatically presented. You can either change the Cells chosen for the amounts you would like to add or if happy press “ENTER” to process the values.



- 6) The summed amount will then be formulated within the chosen cell that you originally highlighted. (As seen in red box). This is your totalled amount for the amounts you wished to sum.

