

HOW TO USE AUTOSUM IN EXCEL

01

open Excel
and enter
your data
into a column
or row

02

Click on the
cell where
you want the
total to appear

03

Go to home
tab, then
click the
autosum icon
in the editing
group

04

Press enter
the sum will
appear in the
selected cell

TIPS

Use alt+=
As a shortcut for
AutoSum
keyboard
shortcuts

For this assignment, I created an informative poster with the title “How to Use AutoSum in Excel”. The goal of my poster was to explain in a clear and simple way how to use the AutoSum function, which is very useful for adding numbers quickly in Excel. I chose this topic because I’ve seen it used often in workplaces and during classes, and I believe it’s an important basic digital skill. In the poster, I included short instructions that explain the steps someone needs to follow to use AutoSum. I wanted to make it easy for anyone to understand, even if they don’t have much experience with Excel. I also added a visual example — a small table with prices and a total row — to show how AutoSum works in real situations. I created this table myself in Excel, using example numbers like the ones we used during Week 4 of the module. I designed the poster using PowerPoint because I’m already quite familiar with it. It allowed me to organise the content with text boxes, arrows, and icons. I also used shapes and colours to separate the information into sections, like steps, tips, and examples. I kept the design simple with blue and grey colours so it looks professional but not too busy. The layout includes a short introduction at the top, then the step-by-step instructions in the middle with numbers and symbols. Under that, I added a few useful tips, like using the keyboard shortcut $\text{Alt} + =$. I also included a list of tools I used, such as Excel and PowerPoint. I tried to keep everything clear and easy to follow. While working on this task, I practiced different digital skills: writing instructions, creating visuals, and using tools like Excel and PowerPoint effectively. It also helped me think about how to communicate with a professional audience. I imagined that this poster could be placed in an office environment or shared in a workplace training session for new employee. Creating this poster also showed me how important it is to present information visually. Sometimes, people don’t have time to read long documents, so posters like this can help them learn something useful in just a few minutes. In conclusion, I believe the poster is a good example of how digital tools can be used to share information in a simple, helpful, and professional way. It combines text, images, and layout skills to support learning and productivity in the workplace. If I had more time, I would probably add more visuals or animations, but overall, I’m happy with how it turned out and I learned a lot from the process.