

Introduction

This poster has provided an insight into the process through which AutoSum function is performed in MS Excel. Total process through which the auto sum function is performed has been described below step by step. There are numerous formulas and functions in MS Excel that help calculations and tasks easier (Hossain, 2021). AutoSum is also a part of formula and functions that are present in MS Excel and are widely used. Hence, this study would be beneficial for enhancing knowledge of MS Excel for better understanding of associated computer applications.

Relevance of AutoSum

AutoSum function is among widely used functions in MS Excel for summing up a large data set as per requirements. AutoSum function has been observed to guess the range of cells that are required to be summed up (Winston, 2021). This indicates that there is a significant relevance of AutoSum function in MS Excel for doing sum of a range of required cells.

Process of using AutoSum in Excel

Summation is among one of the most common calculations that are performed in a spreadsheet to add numerous values. Summation is expressed in form of “(Σ (AutoSum))” in MS Excel and a specific formula of summation is used for accurate results (Osipova et al., 2024). Steps involved in the AutoSum process have been described below in detail.

	A	B	C
1	Data Entries		
2	1		
3	20		
4	25		
5	100		
6	254		
7	398		
8	12		
9	120		
10	100		
11	50		
12	20		
13	10		
14			
15			
16			
17			

Step 1: A set of data is selected in the first step of the process as depicted in the given figure. Data that is required to be summed up is selected and then the AutoSum function needs to be performed.

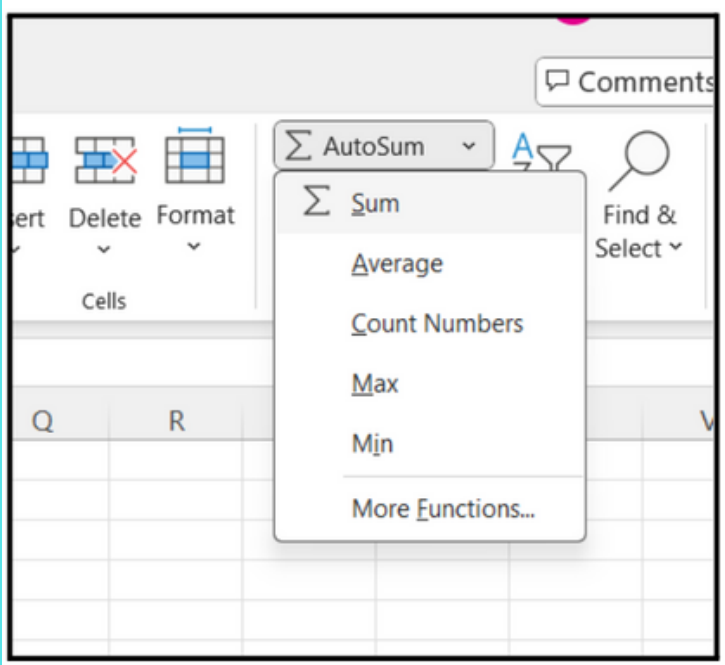
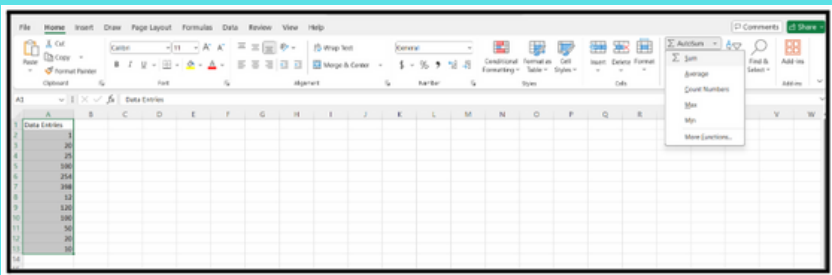
Step 2: Second step involves clicking on the AutoSum option present on the Home Tab in almost the right corner. This function includes numerous aspects such as average, maximum and minimum along with a summation option. Any function can be performed as per requirements of a specific work and projects.

Step 3: The third step includes choosing a set of functions or one of the functions as per requirements. For example, the Sum function has been chosen in the picture shown depicting the steps included in the process.

Step 4: The last step includes clicking on the required function and receiving the required calculated number instantly. For instance, sum of shown data entries have been depicted through a given figure as a part of AutoSum function representation. Other functions like Max, Min, Count Numbers and Average are used as per work needs and could be used in the same way as Sum function has been shown.

Conclusion

It could be concluded that AutoSum is among major and widely used MS Excel functions and its knowledge is necessary for efficient work while using spreadsheets. It helps in analysing summation details of a large set of data in a short time. It is expected that knowledge of Auto sum would be useful for enhancing efficiency regarding MS Office with regards to MS Excel. This might be beneficial for a better professional development in an individual and could foster better career development as well.



A	B
Data Entries	
1	
20	
25	
100	
254	
398	
12	
120	
100	
50	
20	
10	
1110	

References

Hossain, E., 2021. MS Excel Functions and Formulae. In *Excel Crash Course for Engineers* (pp. 117-141). Cham: Springer International Publishing.

Osipova, T., Glazunova, O., Mamchenko, S., Kasatkin, D. and Dubovyk, O., 2024. INFORMATION TECHNOLOGIES.

Winston, W., 2021. *Microsoft Excel data analysis and business modeling (Office 2021 and Microsoft 365)*. Microsoft Press.