

What is AutoSum?

AutoSum is an in-built Microsoft Excel feature that helps to sum numbers in a row or column in a single stroke. It does make working with data more accurate and saves a lot of time.



Step-by-Step Instructions:

Step 1: Open the Excel spreadsheet containing the data to sum, and click on a cell where you want the total to be displayed.

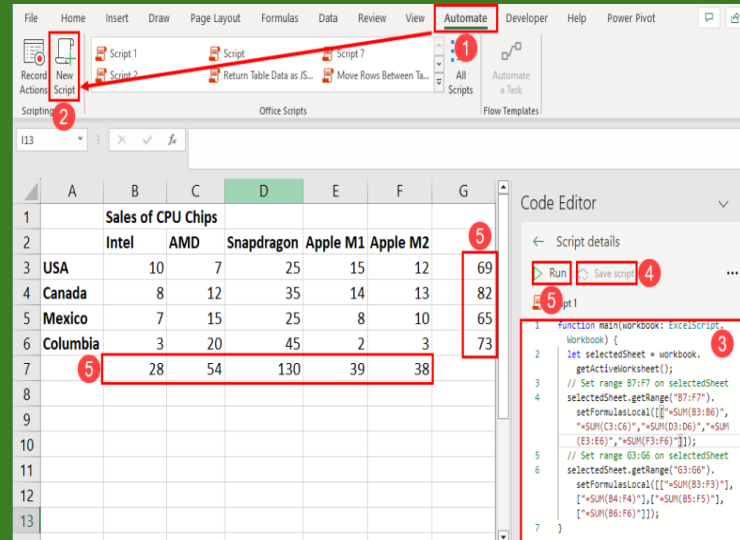
Step 2: Navigate to the “Home” tab in the ribbon

Step 3: Locate the “Editing” group and click the AutoSum (Σ) icon.

Step 4: Excel will automatically highlight the range of cells above or to the left. Check it's correct.

Step 5: Hit “Enter” on your keyboard. The total will show in the chosen cell.

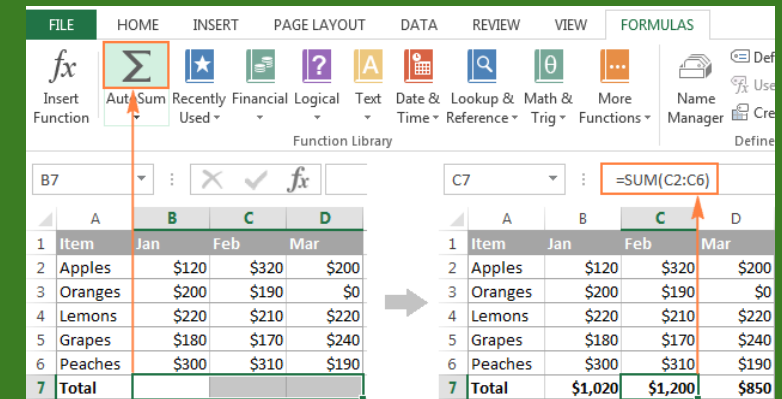
How to use AutoSum in excel



Alternatively, you can use AutoSum using the keyboard shortcut **Alt + =**. The AutoSum can be used on columns or rows.

Do remember to confirm the chosen range before hitting the Enter key.

Use Case for AutoSum in Workplaces
In work environments, AutoSum allows for swift and precise calculations in financial reports, monitoring stock levels, data examination etc – all crucial for workplace efficiency.



References

Microsoft, 2023. Use AutoSum to sum numbers. [Online] Available at: <https://support.microsoft.com/en-us/excel/autosum> [Accessed 10 Apr. 2025].

Learn about the new Office365 Training Center 2024. How to use Excel AutoSum. Microsoft, 2025 [online] Available at: <https://www.microsoft.com/en-gb/training> [Accessed 10 Apr. 2025]

What you should do?

Autosum in Excel will automatically calculate the SUM of the instructed row which had equals to sign.

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