

HUGUETTE DORA EDJANGUE

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USING AUTOSUM IN EXCEL

1. Identify Data

Select the numbers you want to sum.

2. Choose a Cell

Click the cell where you want the total to appear.

3. Find AutoSum

Go to the Home tab. Click the Σ AutoSum button in the Editing group.

4. Review Suggestion

Excel will automatically suggest a sum range.

5. Adjust if Needed

Modify the range if the suggestion is incorrect.

6. Press Enter

Confirm your formula and get the total instantly!

TIP: You can also use the shortcut ALT + = to apply AutoSum quickly!

REFERENCE:

Microsoft Support - Use AutoSum to sum numbers in Excel: This official guide provides step-by-step instructions on using AutoSum for quick calculations.