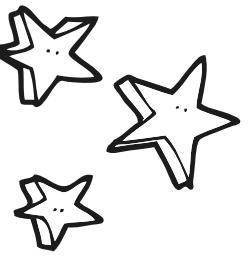


AUTOSUM LIKE A BO\$\$\$



An idiot's guide to working smarter, not harder
-in just 4 simple steps

STEP 1 Gather your data on an excel spreadsheet:

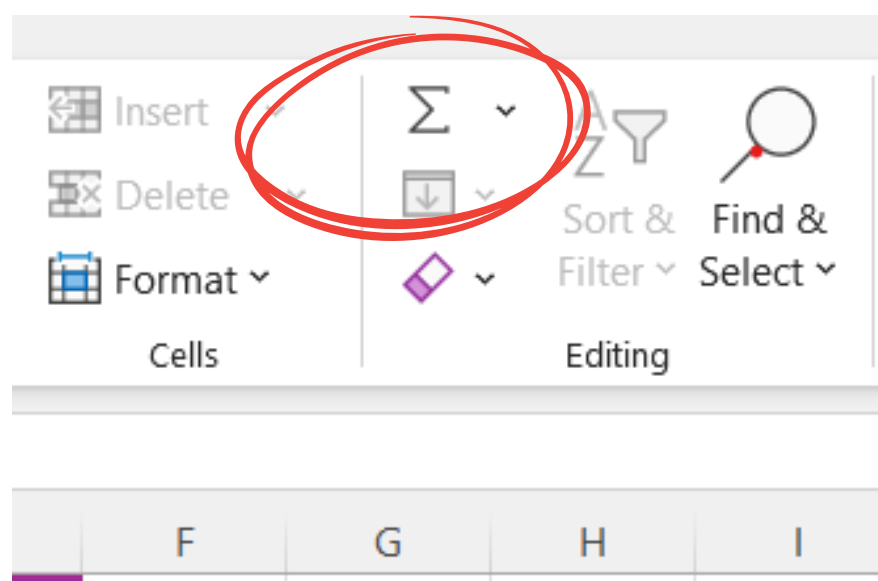
Employee Name	Payroll Number	Hourly Rate	Hours worked WC 23/6/25	June 2025 Net Pay
John Dunningham	0902	£ 17.95	37.5	£ 673.13
Simon Harris	0903	£ 15.50	31.5	£ 488.25
Julia Davidson	0904	£ 19.50	44	£ 858.00
Lucy Pears	0905	£ 17.95	12	£ 215.40
Sarah Smiley	0906	£ 20.50	53	£ 1,086.50
Asif Boston	0907	£ 25.00	12	£ 300.00
Nessa Jones	0908	£ 32.25	55	£ 1,773.75

You want the cell directly underneath the data you want to calculate.

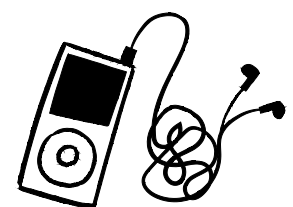
Here we are calculating total wages paid in one week



STEP 2 Click the autosum icon



No need for long winded formulae, one button does the job



STEP 3 Make sure the correct numbers are highlighted

Employee Name	Payroll Number	Hourly Rate	Hours worked WC 23/6/25	June 2025 Net Pay
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Asif Boston	0907	£ 25.00	12	£ 300.00
Nessa Jones	0908	£ 32.25	55	£ 1,773.75

Autosum will only calculate whats in the blue, drag the blue outline to cover any other numbers in the calculation

=SUM(E2:E8)
SUM(number1, [number2], ...)

STEP 4 Press enter and voila!

Employee Name	Payroll Number	Hourly Rate	Hours worked WC 23/6/25	June 2025 Net Pay
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Asif Boston	0907	£ 25.00	12	£ 300.00
Nessa Jones	0908	£ 32.25	55	£ 1,773.75
				£ 5,395.03

YOU JUST AUTOSUMMED LIKE A BO\$\$\$

