

How to use AutoSum in Excel: A Quick Guide



Introduction

- AutoSum is a function that computes a range of numbers' sum automatically.
- Additional uses of AutoSum include average, count, max and min.
- AutoSum can be found in two places which are the Home tab and the Formula tab.(Microsoft.com, 2024)

Step by step Guide

- First open Excel on your computer and enter the numbers in column.
- Choose the column's last cell where the numbers finish and the sum will be displayed there.
- On the home tab, under editing section, click the AutoSum
- Then press the Enter Button on keyboard and Excel will calculate the result

Reference:

Microsoft.com. (2024). *Use AutoSum to sum numbers in Excel - Microsoft Support*. [online] Available at: <https://support.microsoft.com/en-gb/office/use-autosum-to-sum-numbers-in-excel-543941e7-e783-44ef-8317-7d1bb85fe706>