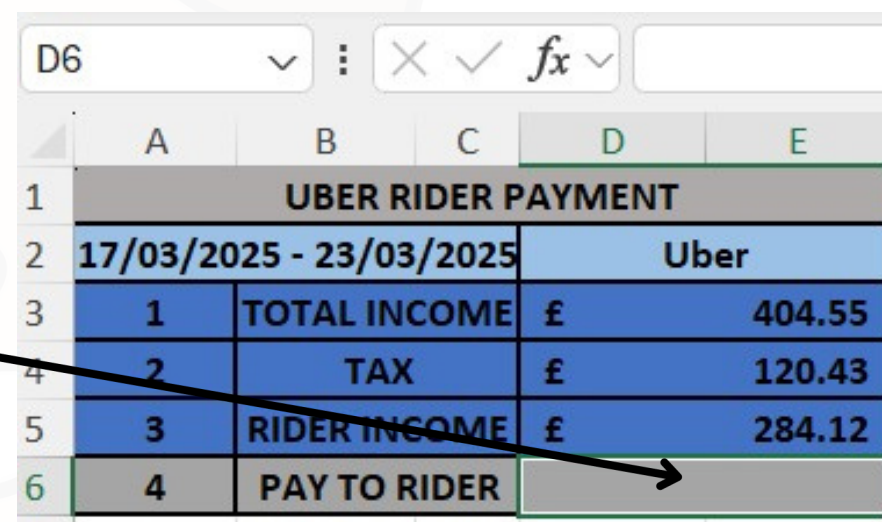


HOW TO USE AUTOSUM IN Excel

1 SELECT THE CELL

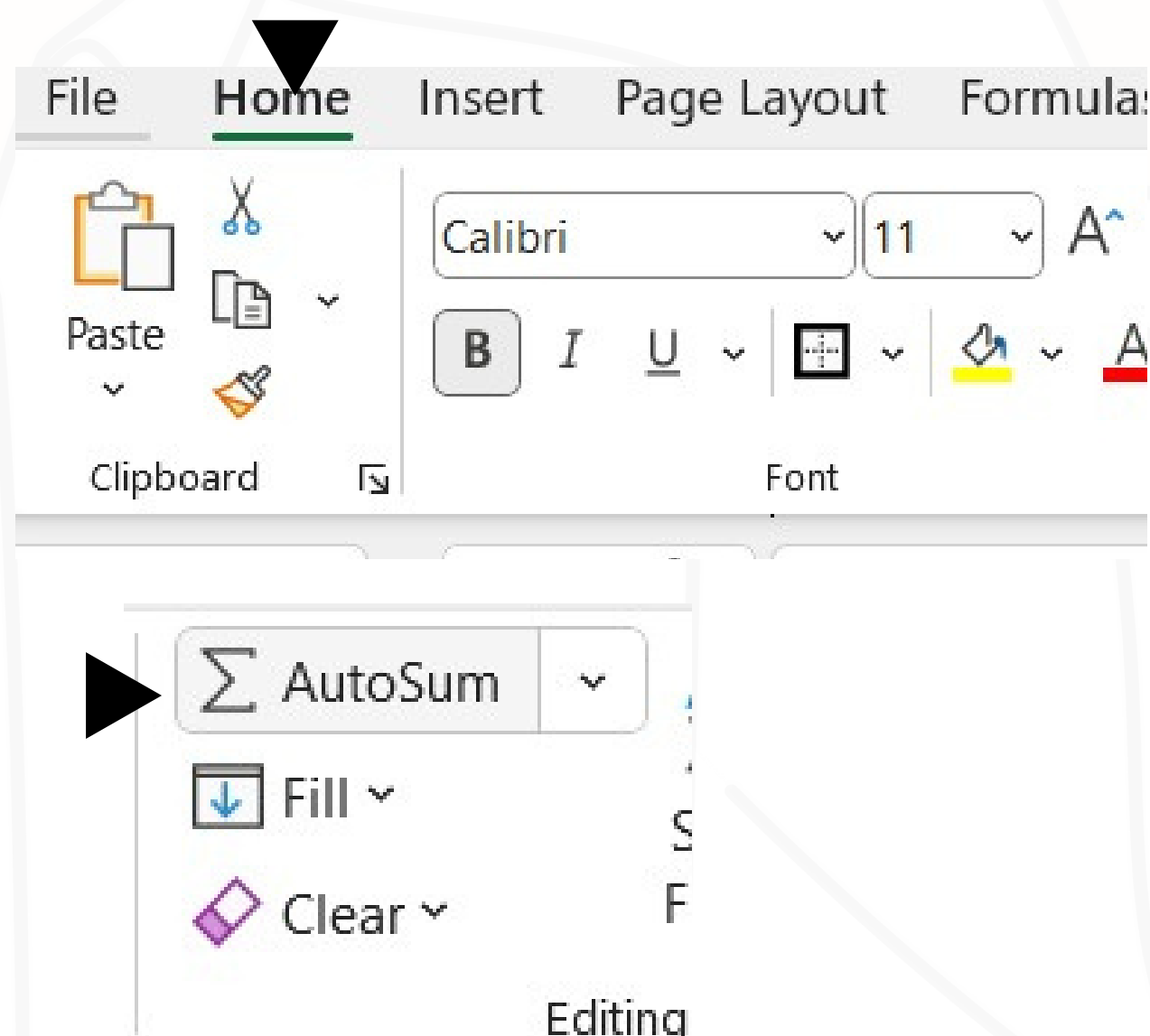
Click on the cell where you want the sum to appear. This is usually at the bottom of a column of numbers or at the end of a row.



	A	B	C	D	E
1	UBER RIDER PAYMENT				
2	17/03/2025 - 23/03/2025		Uber		
3	1	TOTAL INCOME	£	404.55	
4	2	TAX	£	120.43	
5	3	RIDER INCOME	£	284.12	
6	4	PAY TO RIDER			

2 HOME TAB

Go to the "Home" tab and press click. In the Editing group, you'll find the "AutoSum" button

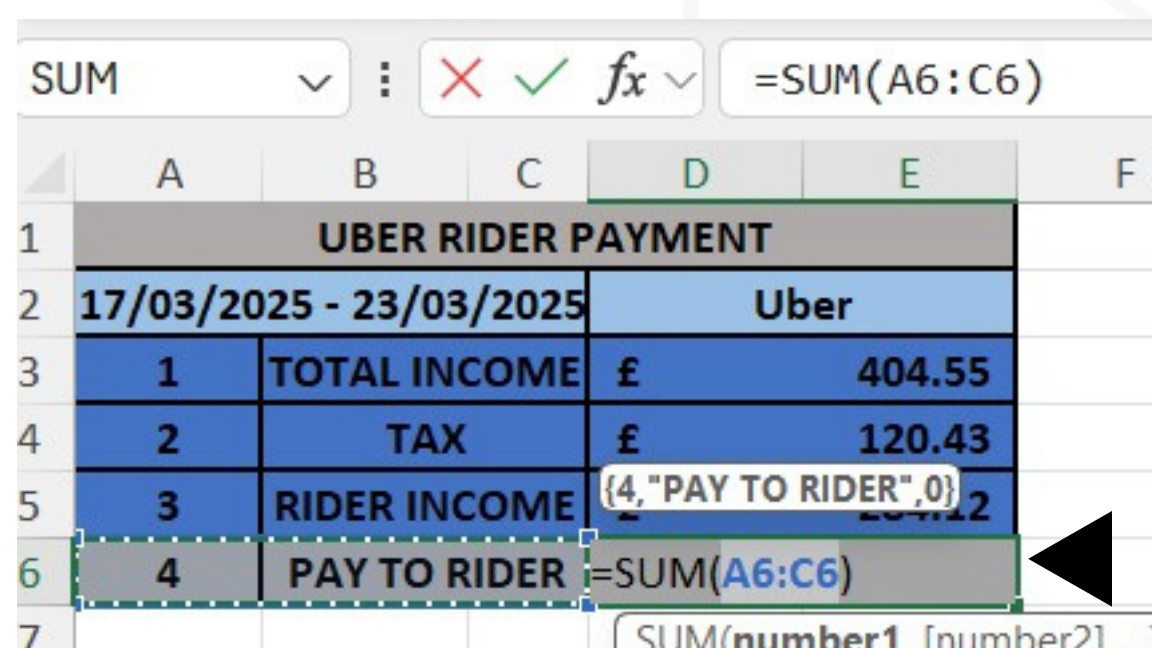


3 Click autosum

Click on the "AutoSum" button (Σ symbol) in the Editing group.

4 SELECT THE RANGE

Excel will automatically select the range of cells to sum. If it doesn't, you can manually select the range.



	A	B	C	D	E	F
1	UBER RIDER PAYMENT					
2	17/03/2025 - 23/03/2025		Uber			
3	1	TOTAL INCOME	£	404.55		
4	2	TAX	£	120.43		
5	3	RIDER INCOME	£	284.12		
6	4	PAY TO RIDER				

5 PRES ENTER

Press the Enter key to complete the formula and display the sum.

