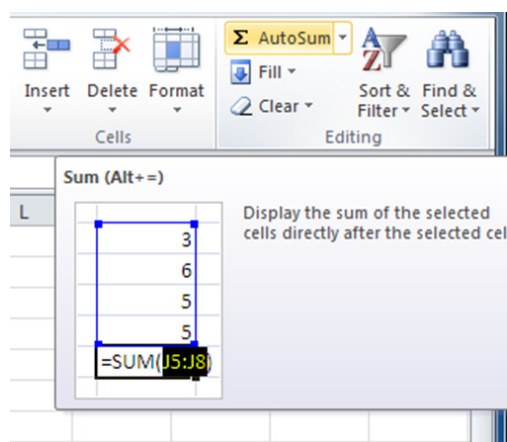


Microsoft Excel Tutorials – Autosum

Purpose of tutorial: To total up a range of cells using the autosum tool button, with the tool automatically inserting the SUM function and guess a range of cells to total up (adds up all the cell contents within a range)

Accessing the commands: Home ribbon > Editing section

Screenshot:



Step by step process:

1. Select the cell to show the total amount, in other words the cell to show the result of a calculation
2. Click on the Autosum button (the default for the button is SUM)
3. Notice Microsoft Excel attempts to select the range for you
4. If it is the correct range you require then great, move to Step 6, otherwise select the range of cells you wish to be used in the calculation by clicking in the middle of the first cell within the range, holding the mouse button down and move the mouse pointer in the correct direction until all cells within required range are selected
5. Let go of the mouse button and view the correctness of the range to be totalled within the calculation
6. Hit the enter key (or carriage return key) on your keyboard or the green tick on the formula editing bar
7. Calculation should now be performed, with the total now showing
8. Process now complete