

# Microsoft Excel - AutoSum



## AutoSum

AutoSum function allows you quickly compute the totals in a single row or column as well as in multiple rows or columns.

The default setting when the AutoSum icon is pressed is addition, but by selecting the AutoSum drop-down arrow it is possible to select other functions.

### The Process

Select the cell where you require the total to be displayed.

From the **Home** tab select the **AutoSum** icon



In this case we have selected cell 'B9' as cell where we require the total.

This will create the function required, to alter click and drag, or to confirm click **Enter**.

The screenshot shows an Excel spreadsheet with the following data:

	A	B	C
1	Name	Sales	
2			
3	Mary	£ 34,000.00	
4	Mike	£ 32,000.00	
5	John	£ 32,222.00	
6	Phillip	£ 40,900.00	
7			
8			
9	Total Sales	=SUM(B3:B8)	
10			
11			

A dashed yellow box highlights the range B3:B8. A tooltip for the SUM function is visible at the bottom right of the spreadsheet, showing the formula: SUM(number1, [number2], ...)



