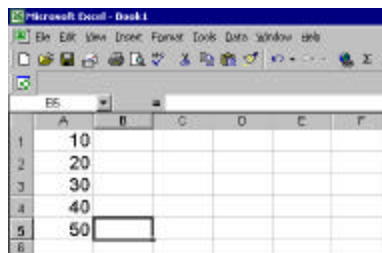


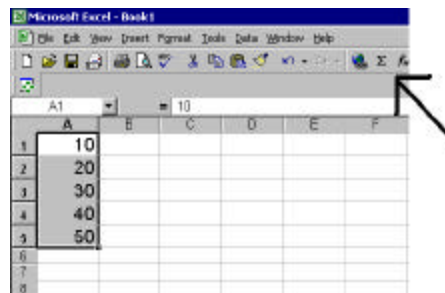
Using the AutoSum feature in Excel

Step 1: Open Microsoft Excel by **double-clicking** the Excel icon  on your desktop, or by going to **Start → Programs → Microsoft Excel**.

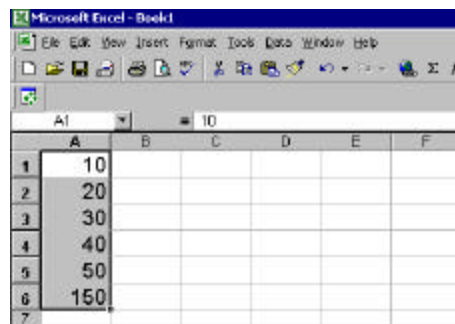
Step 2: A new blank spreadsheet will open where you can enter in the data that needs to be totaled.



Step 3: **Highlight** the cells containing the data and **click** on the **AutoSum** icon .

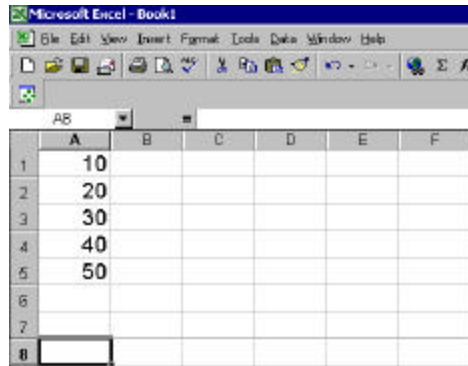


Step 4: The data in the highlighted cells will now be added up and the total will be placed on the next available cell. If the data was entered in horizontally, then the total will be placed in the next available cell on the horizontal axis.

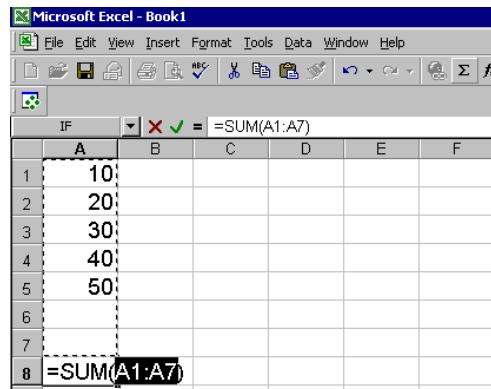


OR

You can also select where on the column/row you want the total to be placed rather than inserting it in the next available cell. First step is to **select** the cell. If the data was entered in horizontally, you must select a cell that lies on the same row.



Then click on the **AutoSum** icon Σ . A formula will appear within the designated cell.



Press the **Enter** button and the total will appear.

