

Microsoft Excel 2019

How to use the AutoSum feature

USING MACROS IN EXCEL

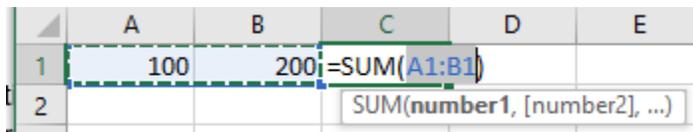
Did you know that you excel can automatically calculate the sum of your columns or cells? This is all done using the AutoSum feature.

It's simple to use, and all you need to do is;

1. Click **AutoSum** (you will see a formula be created automatically).
2. Then **Click** on the cell you wish to sum.
3. Then click on additional cells while holding **SHIFT**.

Enter your desired figures and these amounts will be calculated automatically. See the following examples.

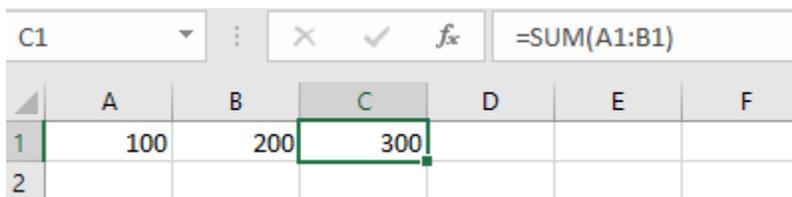
Here we have clicked **AutoSum** in column C and then highlighted column A and B. This will set the formula to automatically add the amounts of A and B, populating C with the addition of these 2 columns.



A screenshot of an Excel spreadsheet. The active cell is C1, which contains the formula `=SUM(A1:B1)`. The cells A1 and B1 contain the values 100 and 200, respectively. The formula bar at the bottom shows the formula `SUM(number1, [number2], ...)`.

	A	B	C	D	E
1	100	200	=SUM(A1:B1)		
2			SUM(number1, [number2], ...)		

We have entered the amounts of 100 and 200, you can see that column C has added these amounts together. It's as easy as that. Feel free to try these yourself.



A screenshot of an Excel spreadsheet showing the result of the AutoSum feature. The active cell is C1, which now displays the value 300. The formula bar at the top shows the formula `=SUM(A1:B1)`. The cells A1 and B1 contain the values 100 and 200, respectively.

	A	B	C	D	E	F
1	100	200	300			
2						