


AutoSum

Using AutoSum

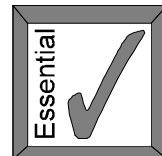
AutoSum is a quick and easy way of adding up lists of figures in Excel.

Using the AutoSum Icon

1. Click on the cell where you require the answer
2. Click on the AutoSum icon

3. Press Enter or click on the tick

You don't have to leave a blank cell between the figures and the answer

In previous versions of Excel, you had to leave a blank cell between the last item you were adding up and the total as if you needed to insert any more figures to the list, then the answer wouldn't have updated to include the new information. However, in Excel 2007 you don't have to leave a blank cell, though it makes it easier to read if you do.



AutoSum has put flashing lights around the wrong figures

Sometimes AutoSum guesses wrongly. If this happens just click and drag over the correct cells before pressing Enter.



Making Sure AutoSum Adds the Correct Figures

1. Select the figures you wish to add up, the blank cell, and the cell where you require the answer
2. Click on the AutoSum icon *Answer appears in the last cell*

Typing the Sum Formula

If you prefer, you do not have to use the AutoSum icon. You can type the formula into the cell instead.

1. Click on the cell where you require the
2. Type =sum(

As soon as you start to type sum, all the functions starting with s start to

3. Continue typing sum
4. Click on the first cell you wish to add up
5. Type a colon
6. Click on the blank cell at the end of the list
7. Click Enter

appear with a description of what it does

The cell reference will appear

The cell reference will appear

Formulae

What is a Formula?

Formula is the term used for a calculation in your spreadsheet. The diagrams below show an example formula that has been created.

	A	B
1	Home Budget	
2		
3	Income	2000
4		
5	Expenditure	
6		
7	Rent	150
8	Electric	50
9	Gas	20
10	Phone	75
11	Food	100
12		
13	Total Spent	=SUM(B7:B12)
14		
15	Surplus	=B3-B13

	A	B
1	Home Budget	
2		
3	Income	2000
4		
5	Expenditure	
6		
7	Rent	£150
8	Electric	£50
9	Gas	£20
10	Phone	£75
11	Food	£100
12		
13	Total Spent	£395
14		
15	Surplus	£1,605

Formula being entered

Formula completed

To work out the surplus (in Cell B15) we need to do a calculation. This is achieved by taking away the expenditure from the income (salary). You can see this in the diagram on the left. On the right-hand side you can see what happens once the formula has been completed.

How Is the Formula Made Up?

- Formulae always start with the equals sign – that’s how Excel knows it’s a formula
- Cell references are used instead of numbers
- A mathematical symbol is used to denote the type of calculation