Quick Guide: Using AutoSum

Using AutoSum
This guide demonstrates how to use the AutoSum feature in Microsoft Excel to add up values in multiple cells in a range.

Step 1
Select an empty cell underneath the cells to be added.

Step 2
Click on the AutoSum command. AutoSum is found in the Editing group of the Home tab.

Step 3
The application displays the function being used along with the range of cells being added. To change the range of cells, select one blue anchor and click and drag to select the desired range.
Step 4
To complete the AutoSum feature, hit the enter key on the keyboard.

Step 5
Users can also use this feature to calculate the average, minimum, maximum, and count of the cells by using the dropdown arrow next to the AutoSum button.

More Information
For access to additional information, tutorials and workshops, please visit the Center for Academic Technology website, [http://www.butler.edu/it/cat](http://www.butler.edu/it/cat), contact any Center for Academic Technology staff member at training@butler.edu, or contact the Information Commons desk in Irwin Library at infocommons@butler.edu or 940-9235.

Bibliography

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