

Lesson 2-10: Use AutoSum to sum a non-contiguous range

In: *Lesson 2-7: Select non-contiguous cell ranges and view summary information*, you learned how to view the sum of January and March sales using the status bar. But how can you put that value onto the worksheet?

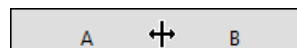
Now that you have the hang of selecting non-contiguous ranges you can use this skill in conjunction with your AutoSum skills to create a formula that will calculate the total of a non-contiguous range.

- 1 Open *First Quarter Sales and Profit-4* from your sample files folder (if it isn't already open).
- 2 Enter the text **Jan/Mar Sales** in cell A10 and press the <Tab> key.

The active cell moves to cell B10.

- 3 Re-size column A so that it is wide enough to contain the text.


1. Hover over the line separating the letters A and B until you see the re-size cursor shape:



2. When you see this shape, keep the mouse still and then click and drag to the right. Column A will re-size as you drag. Make it wider so that the words *Jan/Mar Sales* comfortably fit in the column:

| | | Jan | Feb | Mar |
|----|---------------|--------|--------|--------|
| 3 | | | | |
| 4 | New York | 22,000 | 29,000 | 19,000 |
| 5 | Los Angeles | 42,000 | 39,000 | 43,000 |
| 6 | London | 18,000 | 20,000 | 22,000 |
| 7 | Paris | 35,000 | 26,000 | 31,000 |
| 8 | Munich | 12,000 | 15,000 | 13,000 |
| 9 | USA Sales | 64,000 | | |
| 10 | Jan/Mar Sales | | | |

- 4 Use AutoSum to calculate the total sales for January and March in cell B10.

1. Click Home→Editing→ (the AutoSum button).

An AutoSum appears in cell B10 but it isn't anything like what we want yet. AutoSum guesses that we simply want to repeat the value in the USA Sales cell.


| | | | | |
|----|---------------|------------------------------|--------|--------|
| 8 | Munich | 12,000 | 15,000 | 13,000 |
| 9 | USA Sales | 64,000 | | |
| 10 | Jan/Mar Sales | =SUM(B9) | | |
| 11 | | SUM(number1, [number2], ...) | | |

2. Select the range B4:B8 with the mouse.
3. Hold down the <Ctrl> key and select the range D4:D8 with the mouse.

First Quarter Sales and Profit-4

Notice that the non-contiguous range **B4:B8,D4:D8** is shown in the AutoSum's formula:

| | A | B | C | D |
|----|--|------------------------------|--------|--------|
| 1 | Sales and Profit Report - First Quarter 2008 | | | |
| 2 | | | | |
| 3 | | Jan | Feb | Mar |
| 4 | New York | 22,000 | 29,000 | 19,000 |
| 5 | Los Angeles | 42,000 | 39,000 | 43,000 |
| 6 | London | 18,000 | 20,000 | 22,000 |
| 7 | Paris | 35,000 | 26,000 | 31,000 |
| 8 | Munich | 12,000 | 15,000 | 13,000 |
| 9 | USA Sales | 64,000 | | |
| 10 | Jan/Mar Sales | =SUM(B4:B8,D4:D8) | | |
| 11 | | SUM(number1, [number2], ...) | | |

4. Press the <Enter> key or click the AutoSum button  again to show the sales for January and March in cell B10.

| | A | B | C | D | E |
|----|--|---------|--------|--------|--------|
| 1 | Sales and Profit Report - First Quarter 2008 | | | | |
| 2 | | | | | |
| 3 | | Jan | Feb | Mar | Total |
| 4 | New York | 22,000 | 29,000 | 19,000 | 70,000 |
| 5 | Los Angeles | 42,000 | 39,000 | 43,000 | |
| 6 | London | 18,000 | 20,000 | 22,000 | |
| 7 | Paris | 35,000 | 26,000 | 31,000 | |
| 8 | Munich | 12,000 | 15,000 | 13,000 | |
| 9 | USA Sales | 64,000 | | | |
| 10 | Jan/Mar Sales | 257,000 | | | |

- 5 Save your work as *First Quarter Sales and Profit-5*.