

## Lesson 2-3: Use AutoSum to quickly calculate totals

### anecdote

I ran an Excel course for a small company in London a few years ago.

The boss had sent his two office staff to learn a little more about Excel.

Before the course began I asked the delegates how long they had been using Excel. They told me that they'd been using it for two years to do all of their office reports.

When I showed them AutoSum they gasped in delight. "This will save us hours" they told me.

I was curious how they had been doing their reports before.

Believe it or not, they had been adding up all of the figures in each column with a calculator and then manually typing the totals at the bottom of each column.

In this case the boss had given them Excel as he had heard it was a very good tool.

Unfortunately, he had not initially seen the need to train the staff in its use.

With no training, it seemed quite logical to them to use it like a word processor and the boss had still been delighted that his staff were using such impressive technology.

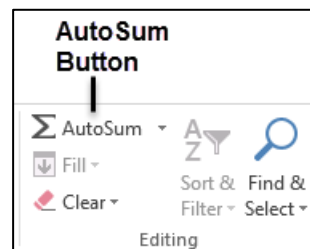
Excel's *AutoSum* feature is a really useful and fast way to add the values in a range of cells together.

- 1 Open *First Quarter Sales and Profit-2* from your sample files folder.
- 2 In cell A9 type the word **Total** followed by the **<Tab>** key.

The active cell moves to the right and is now in cell B9:

	A	B	C	D
7	Paris	35,000	26,000	31,000
8	Munich	12,000	15,000	13,000
9	Total			

- 3 Click: Home→Editing→ (this is the AutoSum button).




Something interesting has happened to the worksheet:

	A	B	C	D
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	Total	=SUM(B4:B8)		
10				

Excel has placed a *marquee* around the number range that AutoSum has guessed you want to work with. The pattern of dots that marks the boundary of the marquee are called the *marching ants*.

The marching ants surround all the numbers in the column above, up to the first blank cell or text cell (in this case, up to the word: Jan).

=SUM(B4:B8) is your first glimpse of an Excel *Formula*. Formulas always begin with an equal sign. This formula is using the *SUM function* to compute the Sum (or total) of the values in cells B4 to B8. You'll learn more about functions later, in: *Lesson 2-13: Create functions using Formula AutoComplete*.

- 4 Press the **<Enter>** key or click the AutoSum button  once more to display the total January sales:

**First Quarter Sales and Profit-2**

## tip

### Entering an AutoSum using only the keyboard

You can also execute an AutoSum using the keyboard shortcut:

<Alt>+<=>

## note

### You can also add an AutoSum formula using the Quick Analysis button

Later, in: *Lesson 2-4: Select a range of cells and understand Smart Tags*, you'll learn how to select a range of cells.

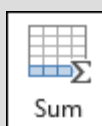
Whenever you select a range of cells, a *Quick Analysis* button appears just outside the bottom-right corner of the selected range.

Jan	Feb
22,000	
42,000	
18,000	
35,000	
12,000	

When you click the *Quick Analysis* button, the *Quick Analysis* dialog appears.

One of the menu options on this dialog is *Totals*.

The *Totals* dialog allows you to add an AutoSum beneath a selected range (in a similar way to the AutoSum button method described in this lesson).



	A	B	C	D
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	Total	129,000		

- 5 Type the word **Total** into cell E3 and press the <Enter> key once.

The active cell moves down one row and is now in cell E4.

	A	B	C	D	E
3		Jan	Feb	Mar	Total
4	New York	22,000	29,000	19,000	
5	Los Angeles	42,000	39,000	43,000	

- 6 Use AutoSum to calculate the total sales for New York.

1. Click: Home→Editing→AutoSum.

This time AutoSum correctly guesses that you want to sum the values to the left of cell E4:

	B	C	D	E	F
3	Jan	Feb	Mar	Total	
4	22,000	29,000	19,000	=SUM(B4:D4)	
5	42,000	39,000	43,000	SUM(number1, [number2], ...)	

2. Press the <Enter> key, or click the AutoSum button once more.

	A	B	C	D	E
1	Sales and Profit Report - First Quarter 2016				
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	Total	129,000			
10					

- 7 Save your work as *First Quarter Sales and Profit-3*.