

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?

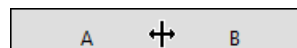
Now that you have the hang of selecting non-contiguous ranges, you can use this skill in conjunction with your AutoSum skills to create a formula that will calculate the total of a non-contiguous range.

- 1 Open *First Quarter Sales and Profit-4* from your sample files folder.
- 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:

	A	B	C	D
1	Sales and Profit Report - First Quarter 2016			
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			

- 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 the formula you need. AutoSum guesses that you 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.

First Quarter Sales and Profit-4

- Hold down the <Ctrl> key and select the range D4:D8 with the mouse.

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 2016			
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], ...)		

- 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 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	USA Sales	64,000			
10	Jan/Mar Sales	257,000			

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