# Lesson 12 – Auto Sum

Applying mathematical computations to a range of cells is accomplished through functions in Excel course a little further on in the course.
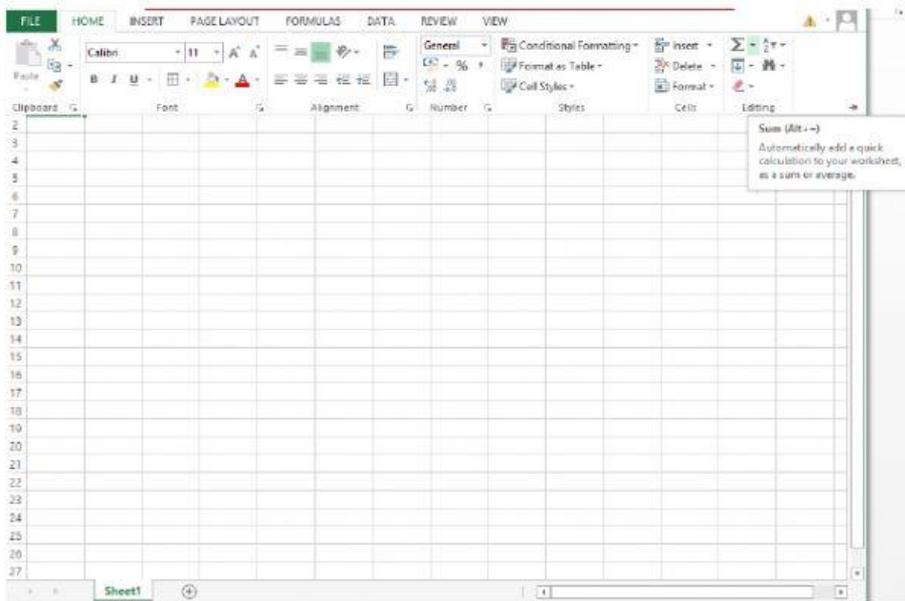
In this lesson we will show you a quick way to find totals.

1. *Click* cell **B15** in the **Sheet 1** worksheet.

2. *Click* the **Formula** tab of the ribbon. 1

3. *Click* the *down arrow* below the **AutoSum** button in the **Function Library** group of commands.

Note: The *AutoSum* button can also be found in the *Editing* group of commands in the **Home** tab. 2
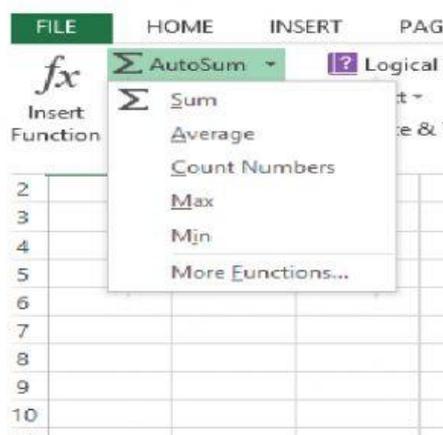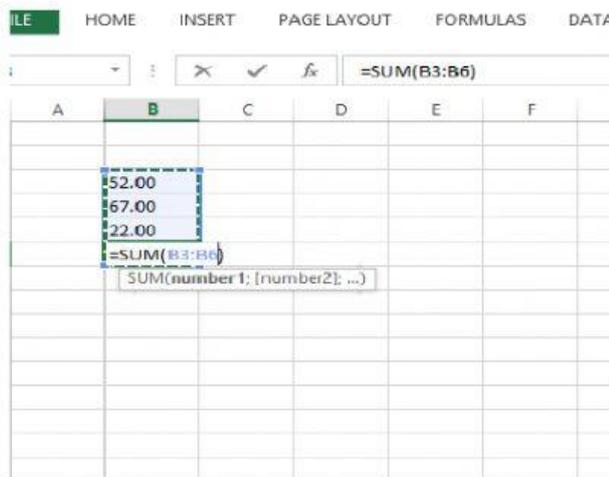
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4. *Click* the **Sum** option from the *AutoSum drop-down* menu. The *first click* will display a *flashing marquee* around the range. *Click* the *check mark* next to the **Formula** bar to complete the function. **3**

3

5. *Excel* will provide a *total* of the *values* in the Unit Sales column.

6. *Click* cell **D 1** . It would not make sense to total the averages in *Column C to C15* will be left blank.

7. *Repeat* **Step 3 through to 5** to sum the values in the *Sales Dollars* column.**(4)**

8. *Click* cell **C15** to explore other **AutoSum** selections. Select the **COUNT** function from the list**, Excel** will return **"12"** for the number of *months (row). Excel* will also *display indications* of a *green arrow* in the *corner* of **C15** and an *exclamation pointer* in **yellow**. These indicate that the function in this cell varies from the other functions in **Row 15**. They can be ignored and do not print.

9. *Click* cell **C15** again, this time selecting the **MAX** option from the list. *Excel* will display $19.99.This is showing you the **Maximum Average Price** in **Column C.**

10. Click cell C15 and delete the contents of this cell.

	A	B	C	D
		Merchandise City, USA Retail Sales		
	Month	Unit Sales	Average Price	Sales Dollars
	January	2,670	$ 9.99	$ 26,685
	February	2,160	$ 12.49	$ 26,937
	March	515	$ 14.99	$ 7,701
	April	590	$ 17.49	$ 10,269
	May	1,030	$ 14.99	$ 15,405
	June	2,875	$ 12.49	$ 35,916
	July	2,700	$ 9.99	$ 26,937
)	August	900	$ 19.99	$ 17,958
I	September	775	$ 19.99	$ 15,708
?	October	1,180	$ 19.99	$ 23,562
3	November	1,800	$ 17.49	$ 31,416
I	December	4,560	$ 14.99	$ 75,125
5	Total Sales	21,755		$ 313,619

4

Questions.

1. How many options do you have to choose from for AutoSum?

2. Explain the Quick Auto Sum?

3. Describe AutoSum from the Functions tab of the Ribbon?