



Yr Level:	Subject:	Unit:	
	ICT		
Name:	Date:		

Match The Symbols

Draw a line from the symbol on the left to the word that matches it.



to multiply



to divide



to sum numbers in a column or row



to subtract



to add



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Using AutoSum in Excel

Put these instructions in a sequential order (from step 1 to step 4)

How to get the total number of things using AUTOSUM?

- Next, click the AutoSum button on either the Home or Format tab.
- First, type a list of five numbers in Column A. Tap the enter key after each number.
- Lastly, tap the Enter key to show SUM of the five numbers.
- Then select a cell next to the numbers you want to sum.

Write the instructions in the pink box below.

1. First, type a list of five numbers in Column A.
Tap the Enter key after each number.

2.

3.

4.