

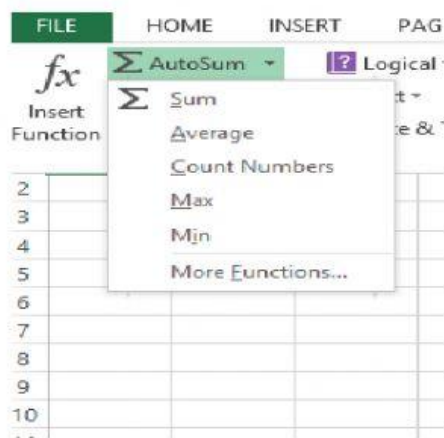
Lesson 12 – Auto Sum

Applying mathematical computations to a range of cells is accomplished through functions in Excel course a little further on in the course.

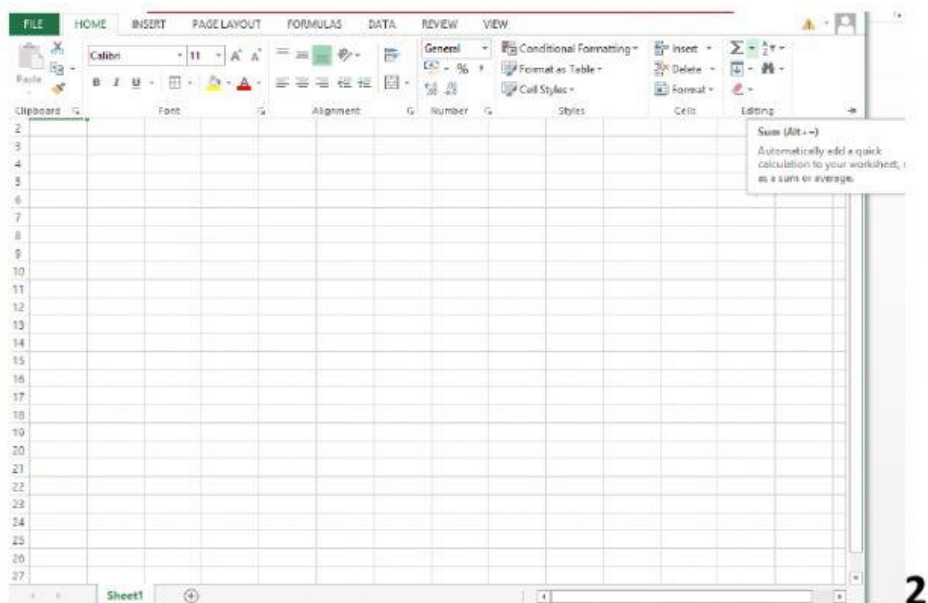
In this lesson we will show you a quick way to find totals.

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

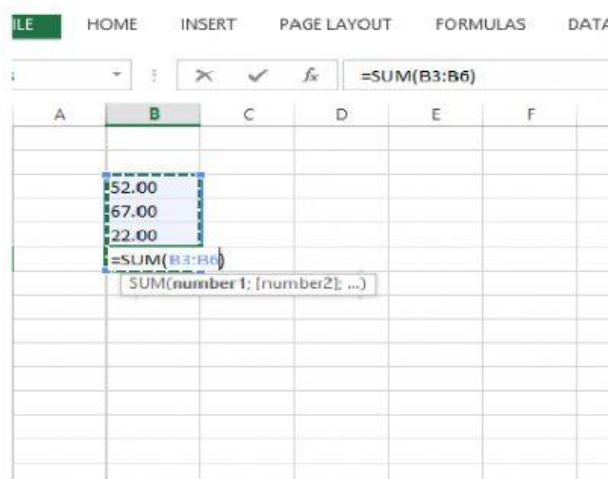


1



2

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
1	January	2,670	\$ 9.99	\$ 26,685
2	February	2,160	\$ 12.49	\$ 26,937
3	March	515	\$ 14.99	\$ 7,701
4	April	590	\$ 17.49	\$ 10,269
5	May	1,030	\$ 14.99	\$ 15,405
6	June	2,875	\$ 12.49	\$ 35,916
7	July	2,700	\$ 9.99	\$ 26,937
8	August	900	\$ 19.99	\$ 17,958
9	September	775	\$ 19.99	\$ 15,708
10	October	1,180	\$ 19.99	\$ 23,562
11	November	1,800	\$ 17.49	\$ 31,416
12	December	4,560	\$ 14.99	\$ 75,125
13	Total Sales	21,755		\$ 313,619

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Skill Refresher

AutoSum

1. Highlight a cell location below or to the right of a range of cells that contain numeric values.
2. Click the Formulas tab of the Ribbon.
3. Click the down arrow below the AutoSum button.
4. Select a mathematical function from the list.

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?