

**Course  
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Test Series**

**Using Autosum in MS Excel**

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**Using Autosum in MS Excel**

Microsoft Excel

Module 11 - Using Autosum in MS Excel

**AutoSum**

AutoSum ( $\Sigma$ ) is a built-in feature in Microsoft Excel that automatically performs basic calculations like Sum, Average, Count, Max, and Min without manually entering formulas. It is located in the Home and Formulas tabs under the Editing group.

Main Uses of AutoSum Options in Excel

The AutoSum feature in Excel helps quickly perform common mathematical operations without manually entering formulas. It is found in the Home tab and Formulas tab in the Editing group.

Using AutoSum in MS Excel

AutoSum is a quick way to calculate the sum of a range of numbers in Microsoft Excel. It automatically adds up selected cells without manually typing the SUM formula.

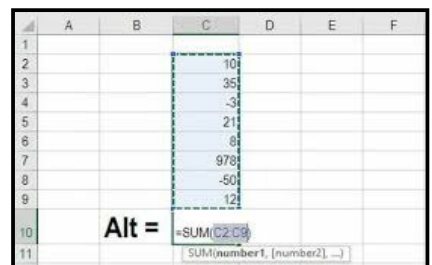
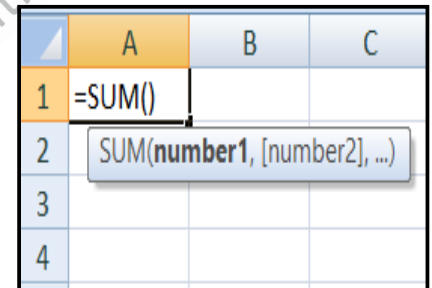
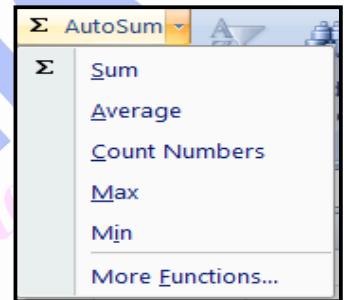
Steps to Use AutoSum in Excel

**Method 1: Using the AutoSum Button**

1. Select the cell where you want the sum to appear.
2. Go to the "Home" tab on the Ribbon.
3. Click on the "AutoSum" ( $\Sigma$ ) button in the Editing group.
4. Excel will automatically select a range of numbers above or to the left.
5. Press Enter and the sum will be calculated.

**Method 2: Using the Keyboard Shortcut**

1. Click on the cell where you want the total.
2. Press **Alt + =** (on Windows) or **Command + Shift + T** (on Mac).



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3. Excel will suggest a range; if correct, press **Enter**.

**Method 3: Manually Selecting a Range**

1. Click on the cell where the total should appear.
2. Click **AutoSum (Σ)** and then **manually select** the range you want to sum.
3. Press **Enter** to complete.

Price	
350	
475	
499	
1299	
749	
530	
219	
<b>=SUM(B2:B8)</b>	
<small>SUM(number1, [number2], ...)</small>	

**Why we use Autosum in excel:**

The AutoSum (SUM) option in Excel is used to quickly add a range of numbers without manually typing the formula. It is useful for:

1. Saving Time
  - Instead of typing =A1+A2+A3+..., you can simply select a range and click AutoSum to get the total.
2. Reducing Errors
  - Manually adding numbers can lead to mistakes. AutoSum ensures accuracy by automatically selecting the correct range and applying the SUM formula.
3. Handling Large Data Sets
  - In cases where there are hundreds or thousands of rows, AutoSum makes it easy to calculate totals instantly.
4. Dynamic Updates
  - If you change any number in the selected range, the sum automatically updates, making it useful for financial reports, inventory tracking, etc.
5. Quick Access to SUM Formula
  - It eliminates the need to remember and type =SUM(A1:A10). Just click the AutoSum (Σ) button, and Excel does the rest.

**AutoSum Options and Their Uses in brief:**

1. Sum (Σ) → Adds numbers
  - Automatically calculates the total of selected cells.
  - Example: =SUM(A1:A5) adds values in A1 to A5.
2. Average → Finds the average (mean)

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- Calculates the average of selected numbers.
  - Example: =AVERAGE(A1:A5) finds the mean of A1 to A5.
3. **Count Numbers** → Counts numeric values
- Counts only **number** entries (ignores text or blank cells).
  - Example: =COUNT(A1:A5) counts numeric values in A1 to A5.
4. **Max** → Finds the largest number
- Returns the highest value in the selected range.
  - Example: =MAX(A1:A5) returns the maximum value.
5. **Min** → Finds the smallest number
- Returns the lowest value in the selected range.
  - Example: =MIN(A1:A5) returns the minimum value.

**Assignment:**

	A	B	C	D	E	F
1	Name	John	Ron	Harry	Jenifer	Total
2	Subjects					
3	Maths	89	98	67	99	?
4	English	90	87	76	90	?
5	Science	67	65	89	67	?
6	Economics	65	54	54	98	?
7	Accounts	90	65	87	78	?

Calculate the Total of the marks of the given students by using Autosum Option.