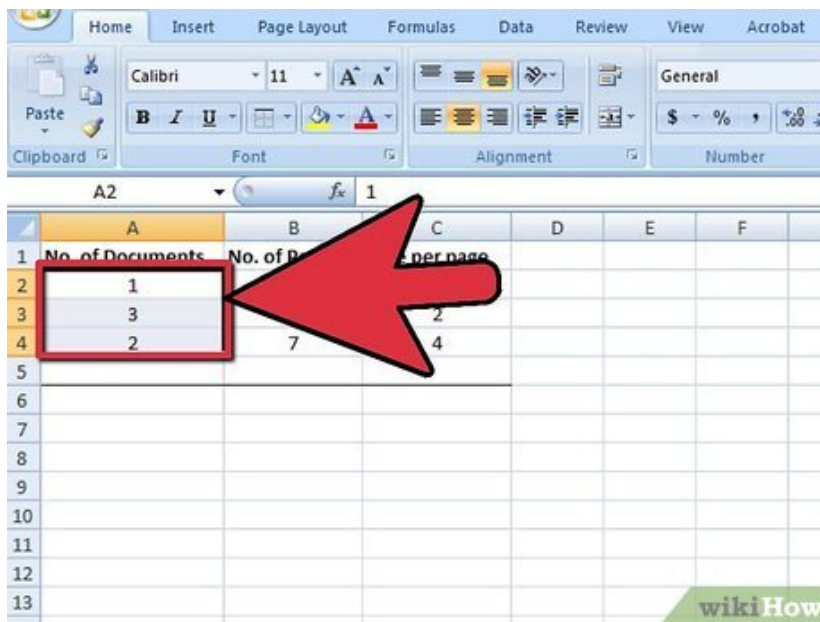


How to Use the Sum Function in Microsoft Excel

Using the SUM function in Excel is an easy way to save yourself lots of time. Decide what column of numbers or words you would like to add up

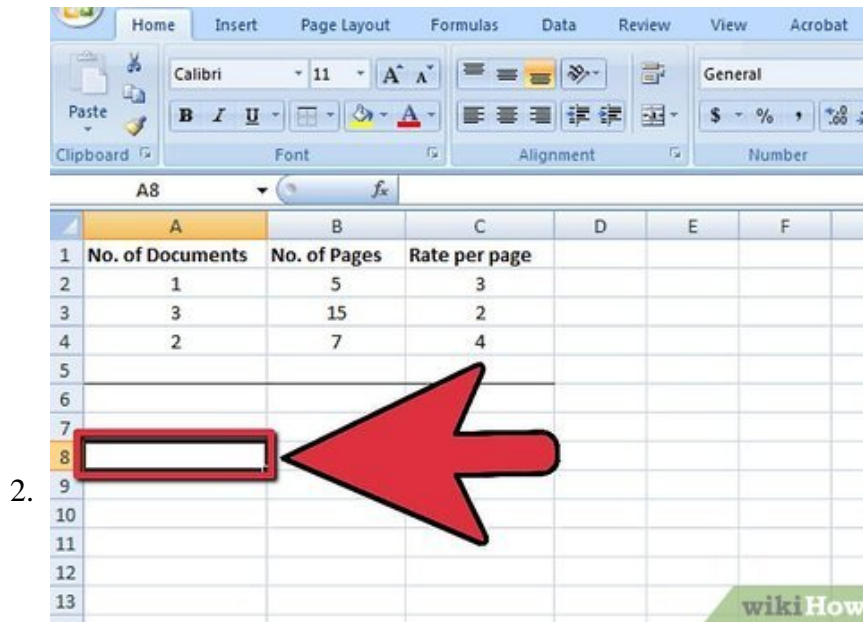
Method 1 of 3:

Writing a Sum Formula

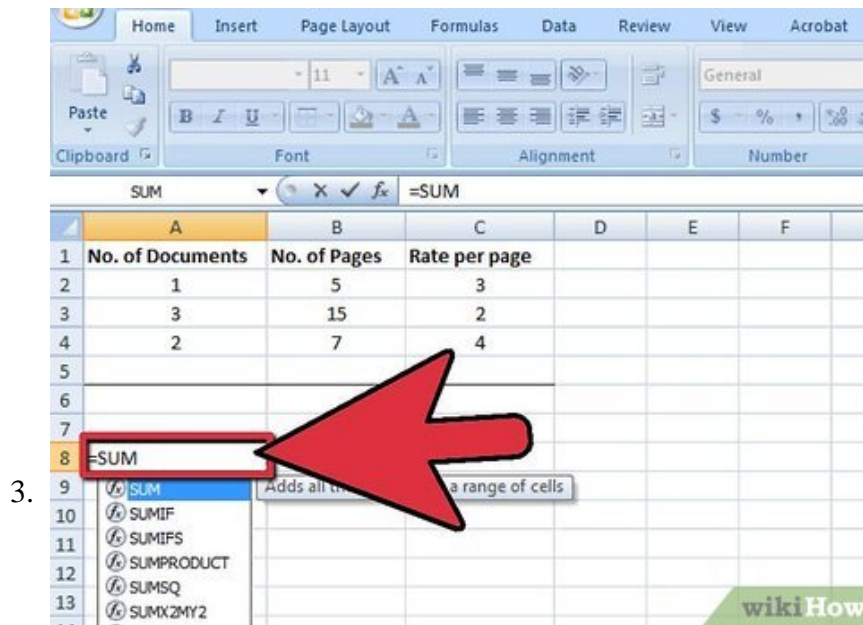


1.

Decide what column of numbers or words you would like to add up



Select the cell where you'd like the answer to populate



Type the equals sign then SUM. Like this: =SUM

4.

The screenshot shows the Microsoft Excel interface. The formula bar at the top displays the formula `=SUM(A2:A4)`. Below the formula bar, the spreadsheet has three columns: 'No. of Documents', 'No. of Pages', and 'Rate per page'. The data rows are as follows:

	No. of Documents	No. of Pages	Rate per page
1			
2	1	5	3
3	3	15	2
4	2	7	4

A red arrow points to the cell range 'A2:A4' in the formula bar. A 'wikiHow' logo is visible in the bottom right corner.

Type out the first cell reference, then a colon, then the last cell reference. Like this: =Sum(A2:A4).

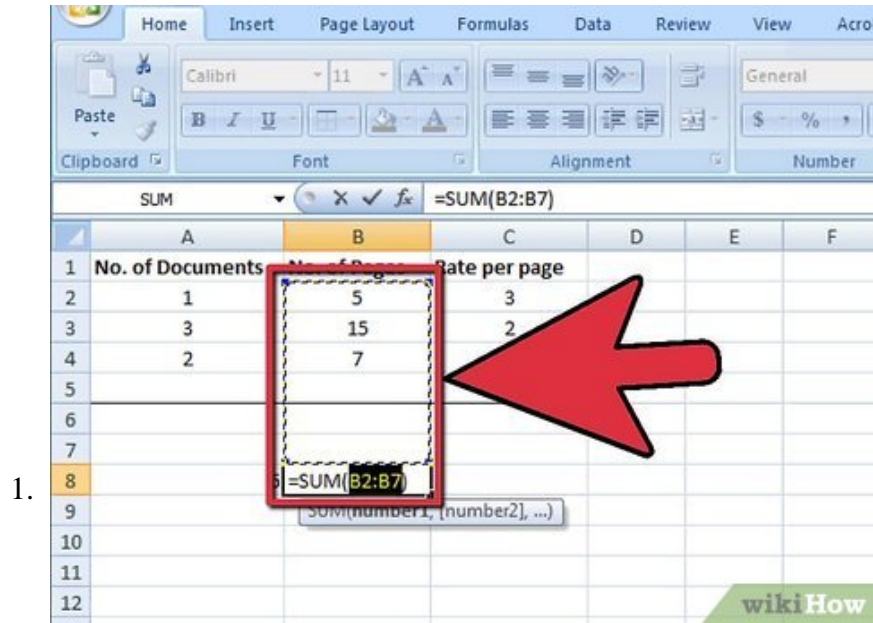
5.

The screenshot shows the same Microsoft Excel interface. The formula bar is now empty. The spreadsheet data is the same as in the previous image. A red arrow points to cell A8, which contains the number 6. A 'wikiHow' logo is visible in the bottom right corner.

Press enter. Excel will add up the numbers in cells A2 to A4

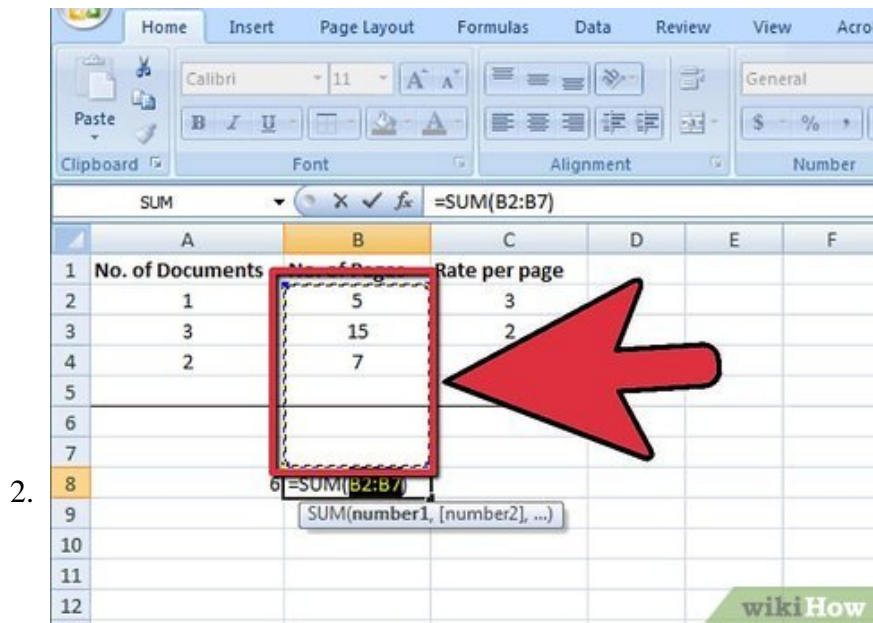
Method 2 of 3:

Using AutoSum

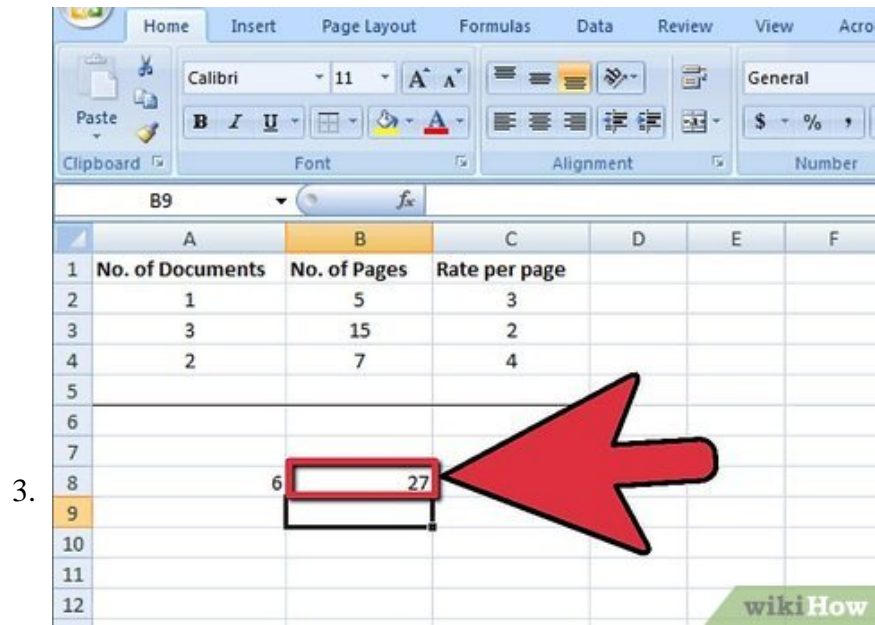


To add a complete column or row of numbers, use AutoSum. Click into the cell at the end of the list you want to add (below or next to the given numbers).

1. In Windows, press Alt and = at the same time.
2. On a Mac, press Command and Shift and T at the same time.
3. Or on any computer, you can select the Autosum button from the Excel menu/ribbon.



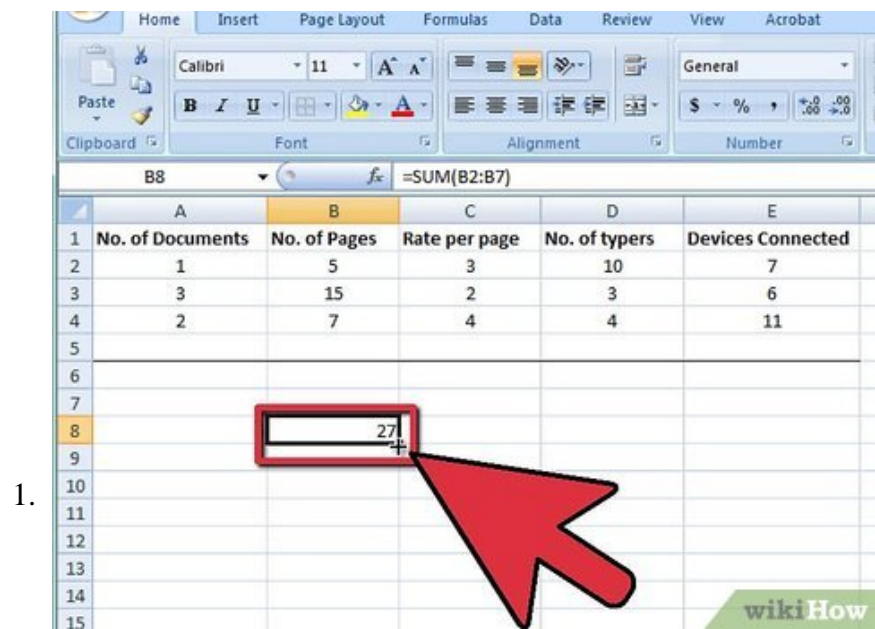
Confirm that the highlighted cells are the ones you want to add up.



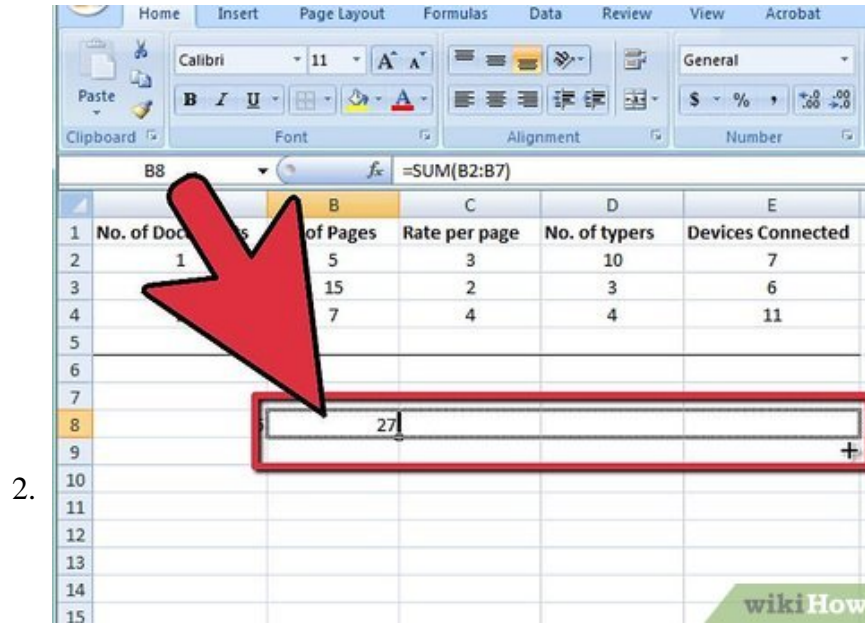
Press enter for the result.

Method 3 of 3:

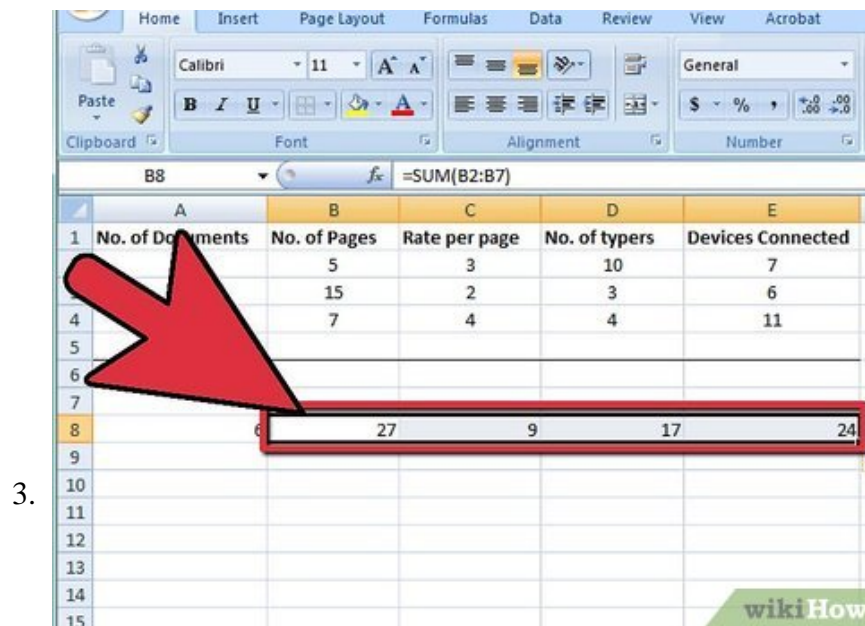
Copying the Sum Function to Other Columns



Place your mouse pointer to the bottom right of the cell you just finished adding up, to add up multiple columns. The pointer will turn into a thick black cross.



Hold down your left mouse button. Keep it held down as you drag it across all of the cells you wish to add.



Move your mouse pointer over the last cell, then let go of the button. Excel will AutoFill the rest of the formulas for you!

You finished reading the article "**How to Use the Sum Function in Microsoft Excel**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.