Simple calculations

Microsoft Excel 2003

There are a number of different ways of entering and editing formulae in Microsoft Excel, and **all formulae begin with an equal sign** (=).

Auto Sum ∑ This will automatically calculate the total value of a range of cells.

1. Click on the cell in which you want the result to appear

Name Box indicates that the active cell is A5 (Column A, Row 5)

The result is going to be in the cell A5.

2. Click on the **AutoSum** button on the tool bar.

3. Excel will surround the range (eg. A1:A4) with a blinking dashed border called a **running marquee**.

Double check the cells are correct

Troubleshooting

When Excel surrounds cell references that you don't want to include in your calculation, re-select (click and drag) the cells range that you want to calculate. (The running marquee is still blinking at this stage.) After that, go to step 4.

If you want to redo it from the beginning, press the **Esc** key to remove the running marquee.

Esc

4. Click the **AutoSum** button on the tool bar again or press **Enter**.

— Your result

Note: If you want to check your calculation, you can do this on the status bar.

Sum=26   NUM

If you like to use shortcuts, the shortcut keys for **Auto Sum** are

Alt   + =

Or, another quicker way is **double click** on the **AutoSum** icon at step 2!

Other common functions

The AutoSum button has a drop list of the most common functions.

Click this drop-down arrow.

Sum

Average

Count

Max

Min

More Functions...