

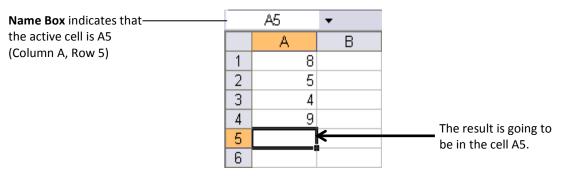
## **Simple calculations**

## **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



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

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	2	H	2	3	4	ABC	ii),	1 🕺	-	8	• 🥩	10	-	6	+	8	Σ	+	₽↓	Z .
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3. Excel will surround the range (eg. A1:A4) with a blinking dashed border called a **running marquee**.

	Ν	4INVERSE	- X	<b>v</b> .	<i>f</i> ∗ =SUM(∕	A1:A4)
		A	В		С	D
Double check the cells	1	8				
are correct	2	5				
	3	4				
	4	9				
	5	=SUM(A1:	A4)			
	6	SUM(num		umb	er2], …)	
	7					

## 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.

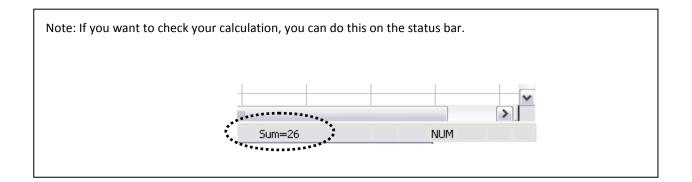
If you want to redo it from the beginning, press the Esc key to remove the running marquee.

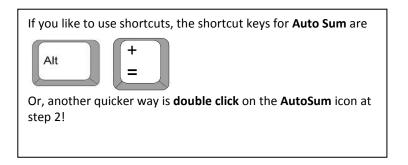




4. Click the AutoSum button on the tool bar again or press Enter.

	A5							
	A	В	С	D				
1	8							
2	5							
3	4							
4	9							
5	26		<ul> <li>Your result</li> </ul>	lt				
6								





## Other common functions

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

