

### Let Excel Add it Up!

To add a column of numbers in Excel, all you need to do is place your cursor in the cell just below the last number and click the **AUTOSUM [Σ]** button on your toolbar (shown below).

	A	B	C	
1		<b>Jan</b>	<b>Feb</b>	<b>Mar</b>
2	Phone	\$ 150.00	\$ 128.00	
3	Lodging	\$ 450.00	\$ -	
4	Auto	\$ 280.00	\$ 300.00	
5	Airfare	\$ 692.00	\$ 118.00	
6	Meals	\$ 49.00	\$ 75.00	
7		=SUM(B2:B6)		
8				
9				

Excel helps you with the calculation by displaying **=SUM(B2:B6)**. This translates to “Add up the numbers in cells B2 through B6 and put the total here.” (Excel puts the cell address in the formula instead of the typed number so that when the number gets changed, the formula automatically updates to show you the correct amount.)

If you just need to perform calculations based on other numbers that are not even appearing on your spreadsheet, you can type the following examples in any blank cell to use four-function math:

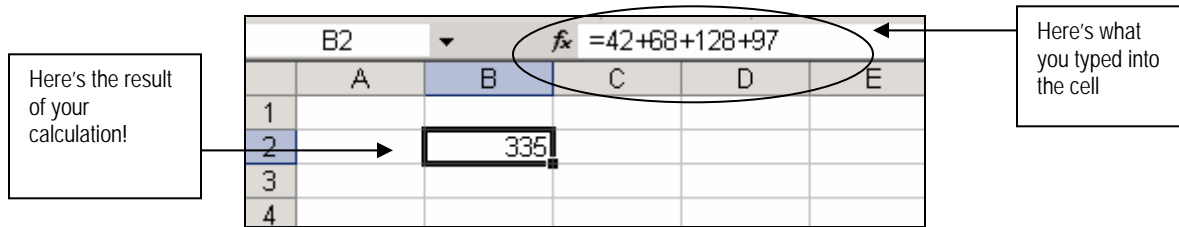
**To Add:** Type “=42+68+128+97” – then press **Enter**

**To Subtract:** Type “=1000-58” – then press **Enter**

**To Multiply:** Type “=35\*42” – then press **Enter**

**To Divide:** Type “=100/14” – then press **Enter**

The total to each of the above appears in the cell. Here's where your formula gets stored:



Your formula appears in the formula bar while the total (results of the formula) appears in the cell.

## Editing the Formula

If you have made an error in your formula, all you have to do is click in the formula box (showed above) and make the changes. If you start typing directly in the cell, the number (or text) is completely replaced, so be sure to click in the formula box (or double-click in the cell) in order to edit the contents of the cell or formula.



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