

Topic 5 – Summing & editing your data

Much time spent working in Excel is consumed by entering, summing and editing data. In this topic you look at efficient and effective ways to sum, edit, replace and remove data.


Summing numeric data

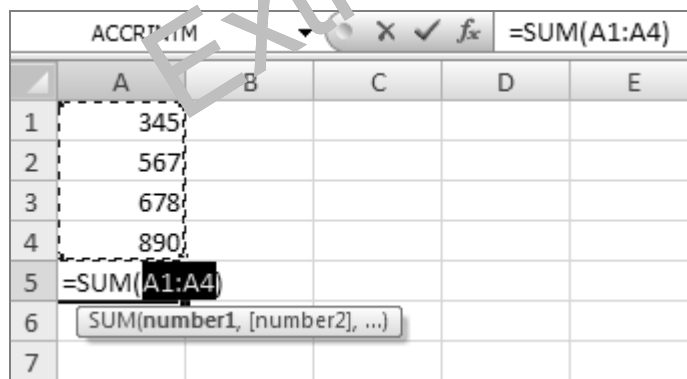
One of the most frequently required activities in a worksheet is to sum a column or row of data. **AutoSum** can help you do this quickly and easily.

	A	B	C	D	E
1					
2		January	February	March	Q1 Total
3	Sales	400	400	600	1400
4	Marketing	800	700	850	2350
5	Finance	700	600	650	1950
6	Total	1900	1700	2100	5700

Columns and rows totalled using AutoSum.

How to: AutoSum

1. Click on the cell where you require the sum to appear.
2. Display the Home ribbon, then click on the **AutoSum** button  (Editing group). (Ensure you click on the button rather than the down-arrow.) Excel anticipates the cell(s) you want to sum, and surrounds them with a moving border. The range of cells to be summed is also displayed in the Formula bar.



	A	B	C	D	E
1	345				
2	567				
3	678				
4	890				
5	=SUM(A1:A4)				
6	SUM(number1, [number2], ...)				
7					

3. Click on the **AutoSum** button again to confirm that these are the correct cells to sum ~or~

Press **Enter**.

As an aside ... Note that by default the AutoSum button inserts the SUM function. The AutoSum button has a down-arrow that offers other commonly used functions, e.g. average, maximum, minimum. For more information, see Topic 11 – Working with functions.




Hands-on exercise 19



In this exercise you use AutoSum to sum a column of data.

- Create a **new** blank workbook.
- Enter the following data:

	A	B	C	D	E	F
1		January	February	March	April	
2	Cakes	400	400	600	560	
3	Breads	800	700	850	820	
4	Drinks	700	600	650	730	
5	Total					

- Click on **B5**.
- Display the Home ribbon, then click on the **AutoSum** button  (Editing group). Ensure you click on the button rather than the down-arrow. Excel anticipates the cell(s) you want to sum, and surrounds them with a moving border. The range of cells to be summed is also displayed in the Formula bar.

	A	B	C	D	E	F
1		January	February	March	April	
2	Cakes	400	400	600	560	
3	Breads	800	700	850	820	
4	Drinks	700	600	650	730	
5	Total	=SUM(B2:B4)				
6		SUM(number1, [number2], ...)				
7						

- Click on the **AutoSum** button again to confirm that these are the correct cells to sum.
- Click on **C5**.
- Click on the **AutoSum** button (the moving border is displayed and the formula in the Formula bar).
- Click on the **AutoSum** button again ~or~
Press 
- Click on **F1** and type: Total
- Press 
- In cell **F2**, **AutoSum** the row for **Cakes**.
- **Save** your workbook as *Monthly results*.
- **Close** your workbook.

As an aside ... If you know you are going to add up a column don't leave blank rows between the data in the column or Excel will not surround the entire column with the moving border, it will stop at the blank row. If you need to allow more white space around data, increase Row Height - see page 100. (You can alter the cells Excel anticipates for a Sum - see page 56.)