

Microsoft Excel 2013 - Simple Addition Formula & Sum Function

The first thing we'll do to a spreadsheet is to add up all the numbers, the ones going down under the days of the week headings. The total for each day of the week will be placed on Row 7. So Monday's total will go in cell **B7** Tuesday's total will go in cell **C7**, and so on. Our first total will go in cell **B7**. This tutorial covers learning the long way & using Excel easy Sum Function.

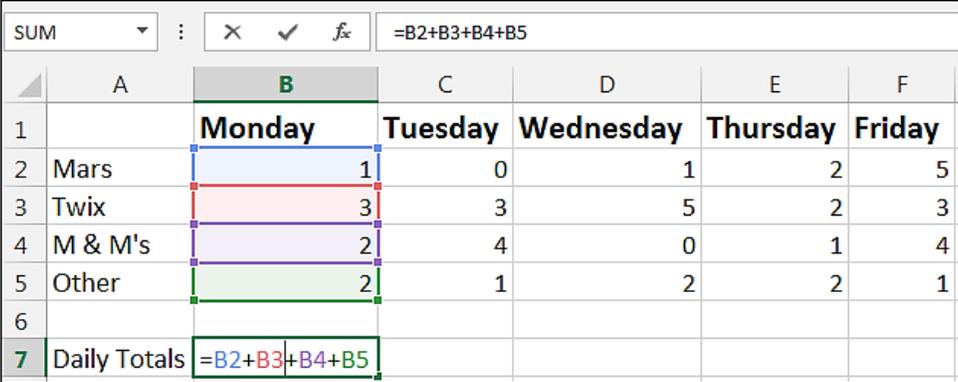
Adding up in Excel – The long way, by hand

Excel needs to know which cells you want to add up. Look at the numbers for the Monday column. We have a 1 in cell B2, a 3 in cell B3, a 2 in cell B4 and a 2 in cell B5. To let Excel know that this is what we want, try this:

- Click inside cell B7, which is where we want the answer to appear
- Once you've clicked on cell B7, add a (=) sign to let Excel know you want to start a formula. You must add the equal sign every time!!

So enter this formula inside the cell: **=B2+B3+B4+B5 (No Spaces & Capital Letters)**
Press your **Enter** key and you should have the correct answer in cell **B7**.

When you have entered the formula in the formula bar, press the **Enter** key on your keyboard. Your spreadsheet should look like ours below:

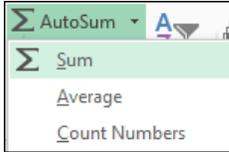


	A	B	C	D	E	F
1		Monday	Tuesday	Wednesday	Thursday	Friday
2	Mars	1	0	1	2	5
3	Twix	3	3	5	2	3
4	M & M's	2	4	0	1	4
5	Other	2	1	2	2	1
6						
7	Daily Totals	=B2+B3+B4+B5				

Excel needs you to type an equals (=) sign first, every time! If you don't include the equals sign, Excel thinks it's just plain text, and so doesn't do any calculating. But this works & helps you understand how to do it the long way, by hand.

AutoSum – Using Excel’s built in Formulas

Now, the easiest way to add a **Sum** using Excel’s Functions, be in the cell you want the formula to appear, then on the **Home** tab, in the **Editing** group. Click on **AutoSum**.



Excel will put a dotted line block around the area (cells) it will use in the formula. If Excel is set up correctly it will grab the cells for you. If they are not the cells you want grab the blue corner square and pull it to include the cells you want. (Blank rows or columns can cause the formula to not choose the correct cells for you)

Otherwise press your **Enter** key and you should have the correct answer in cell B7.

	A	B	C
1		Monday	Tuesday
2	Mars	1	0
3	Twix	3	3
4	M & M's	2	4
5	Other	2	1
6			
7	Daily Totals	=SUM(B2:B6)	
8			

	A	B	C
		Monday	Tuesday
	Mars	1	0
	Twix	3	3
	M & M's	2	4
	Other	2	1
	Daily Totals	8	

Now that the formula is correct & in cell B7 you can use the **Fill Command** to drag the formula to the rest of the days of the week. Click on the small block that appears when you are in the cell, your cursor will turn into a small black plus sign. Click & drag on that plus sign. Drag to your right, keeping your cursor moving over row 7 to include column F. It will drag the formula onto each column immediately for you!!

	A	B	C	D	E	F
1		Monday	Tuesday	Wednesday	Thursday	Friday
2	Mars	1	0	1	2	5
3	Twix	3	3	5	2	3
4	M & M's	2	4	0	1	4
5	Other	2	1	2	2	1
6						
7	Daily Totals	8	8	8	7	13

Looks like Friday is the winner for most the most chocolates!