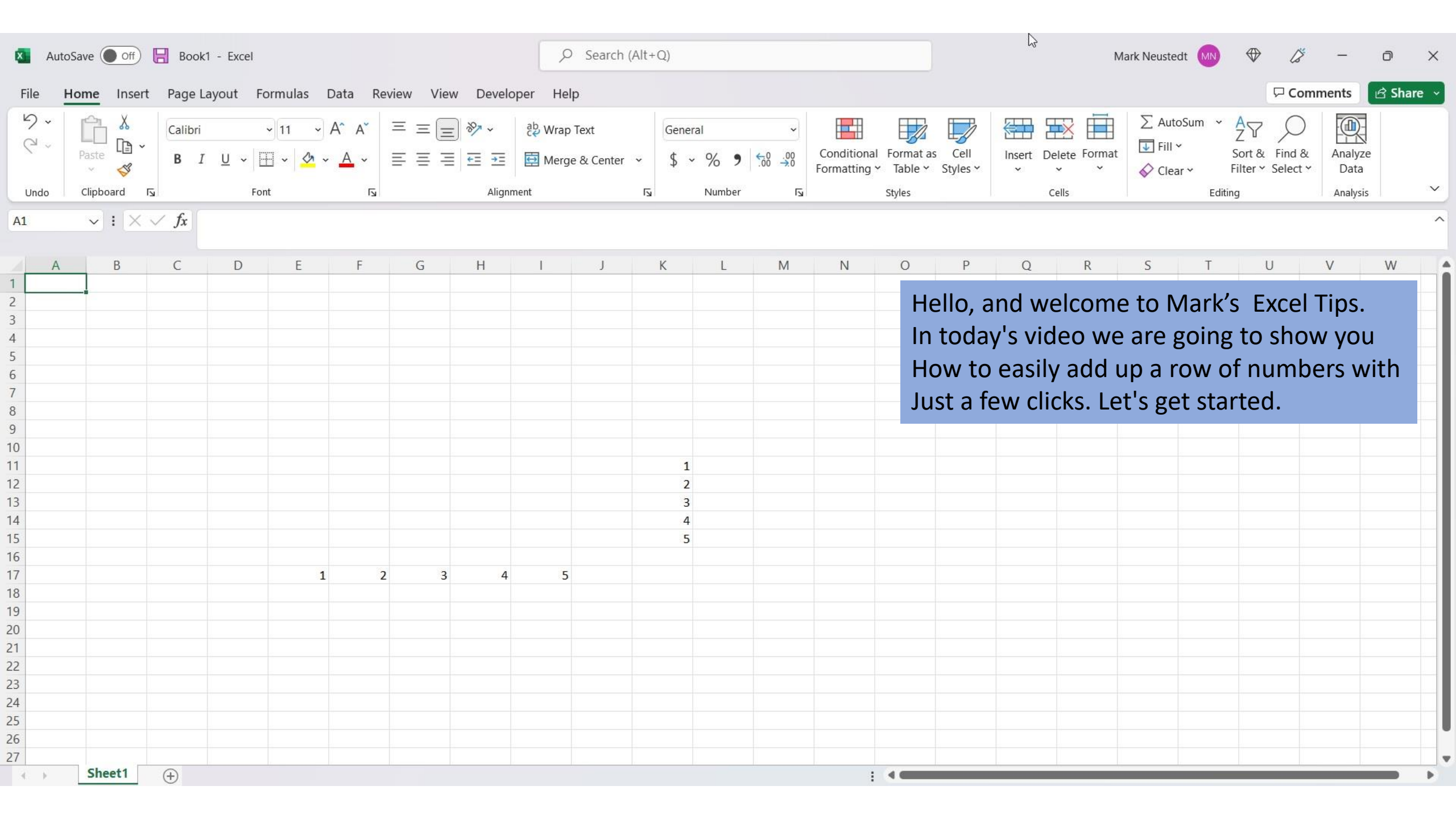
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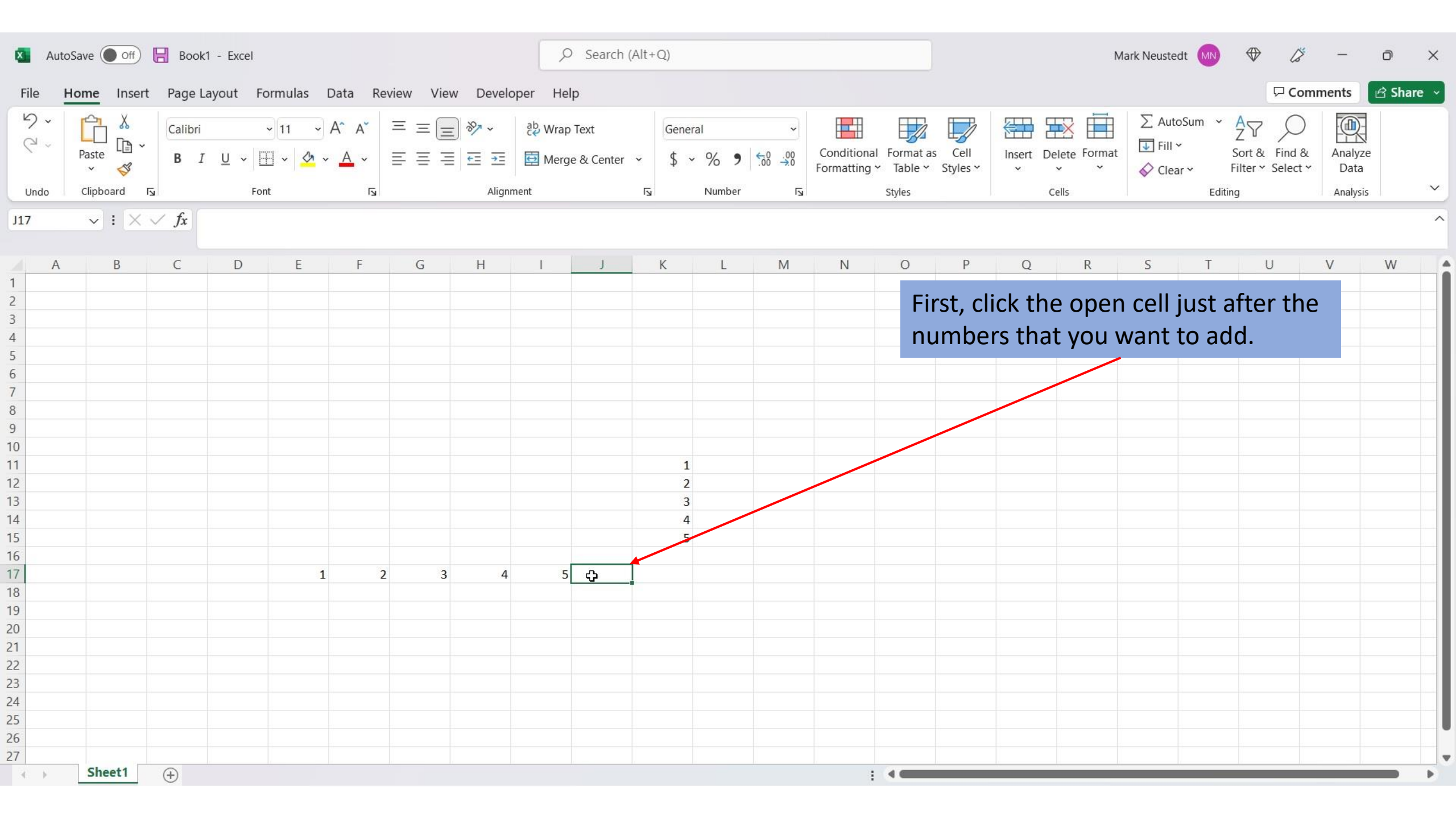
A1
Hello, and welcome to Mark's Excel Tips.
In today's video we are going to show you
How to easily add up a row of numbers with
Just a few clicks. Let's get started.
1
2
3
4
5
1 2 3 4 5
Sheet1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Undo
Clipboard
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Number
Styles
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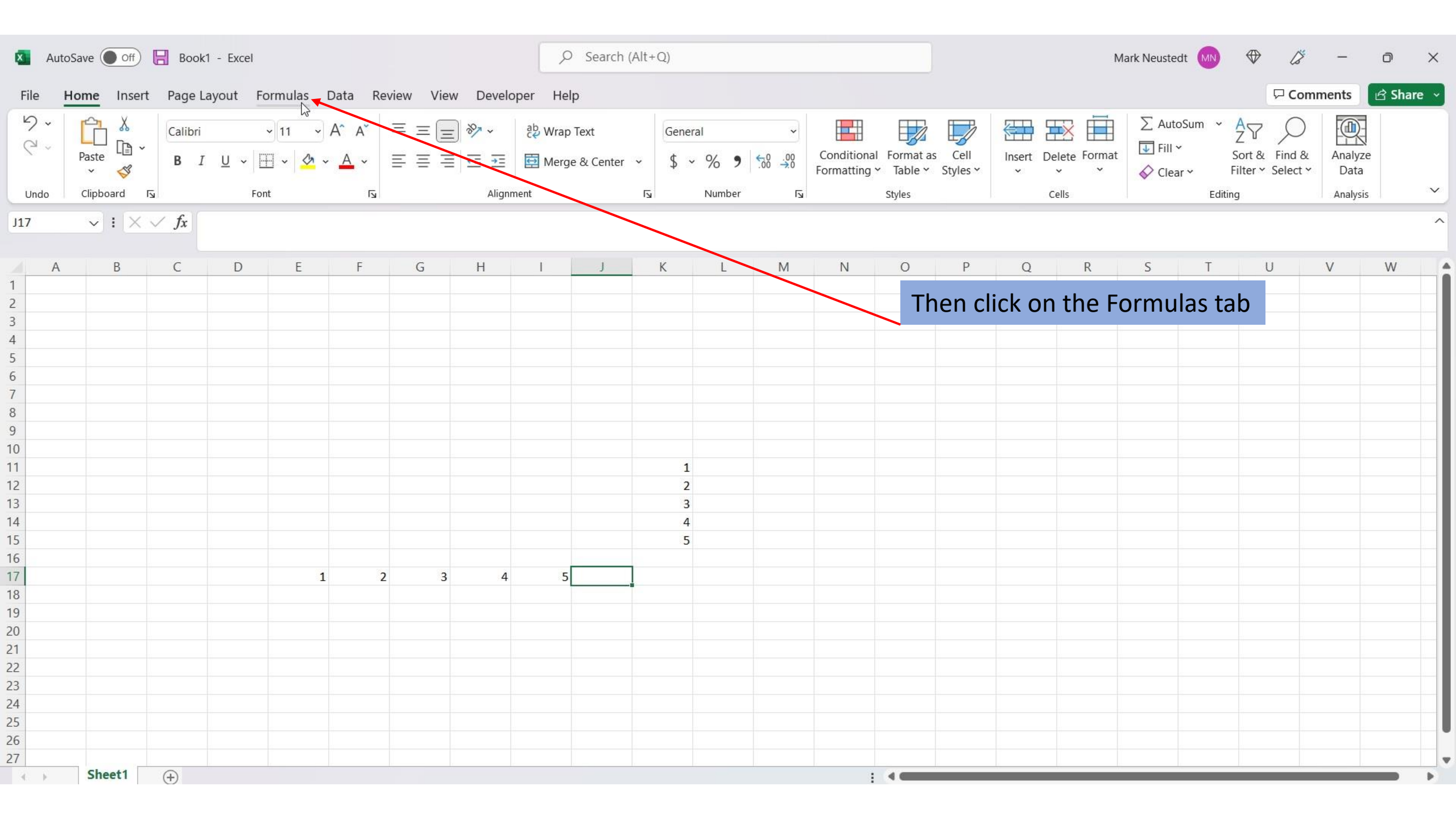
Editing
Analysis
J17
1
2
3
4
5
1 2 3 4 5
First, click the open cell just after the numbers that you want to add.
Sheet1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Format
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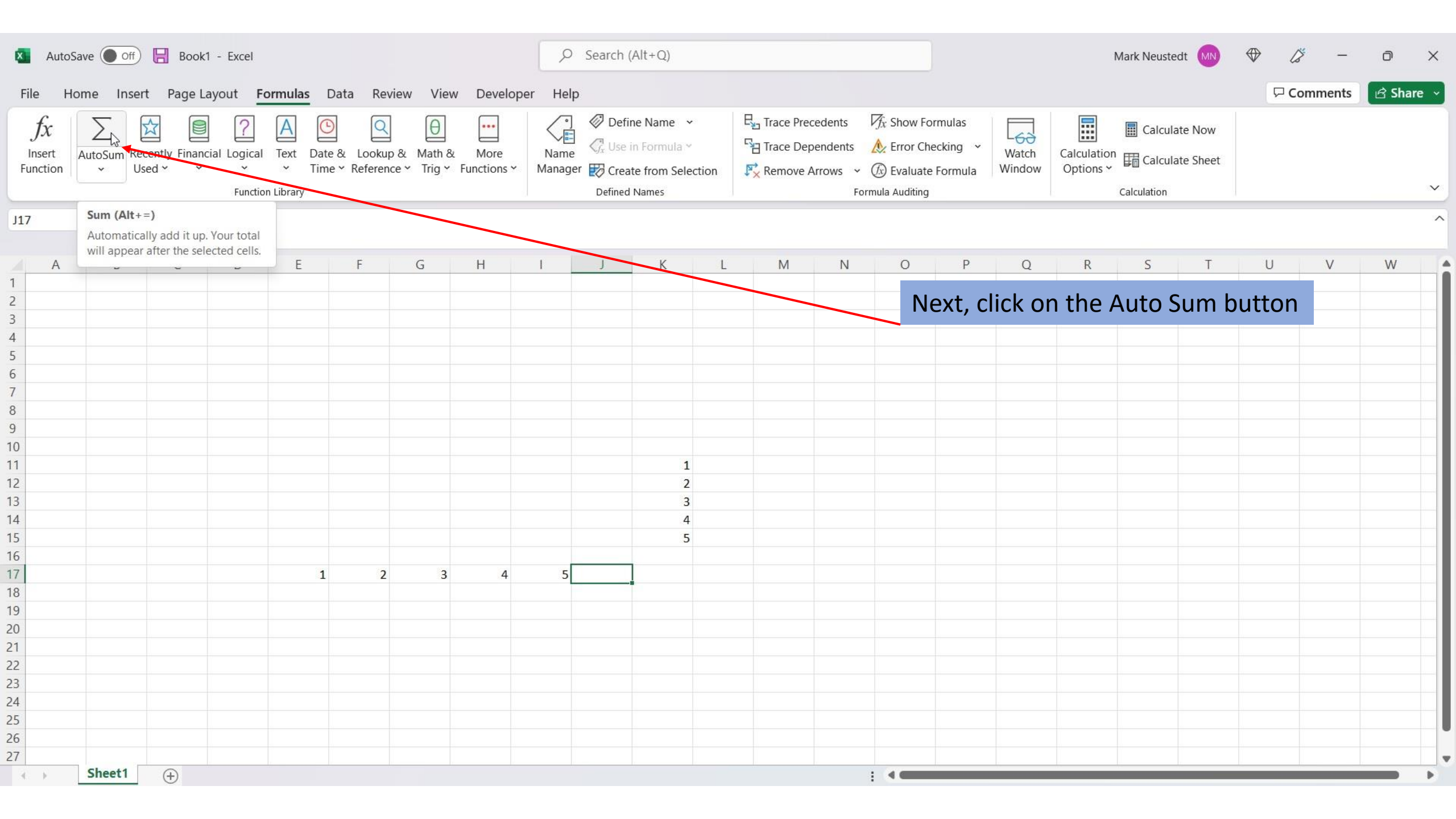
Fill
Clear
Sort & Filter
Find & Select
Analyze Data
Undo
Clipboard
Font
Alignment
Number
Styles
Cells
Editing
Analysis
J17
Then click on the Formulas tab
1
2
3
4
5
1 2 3 4 5
Sheet1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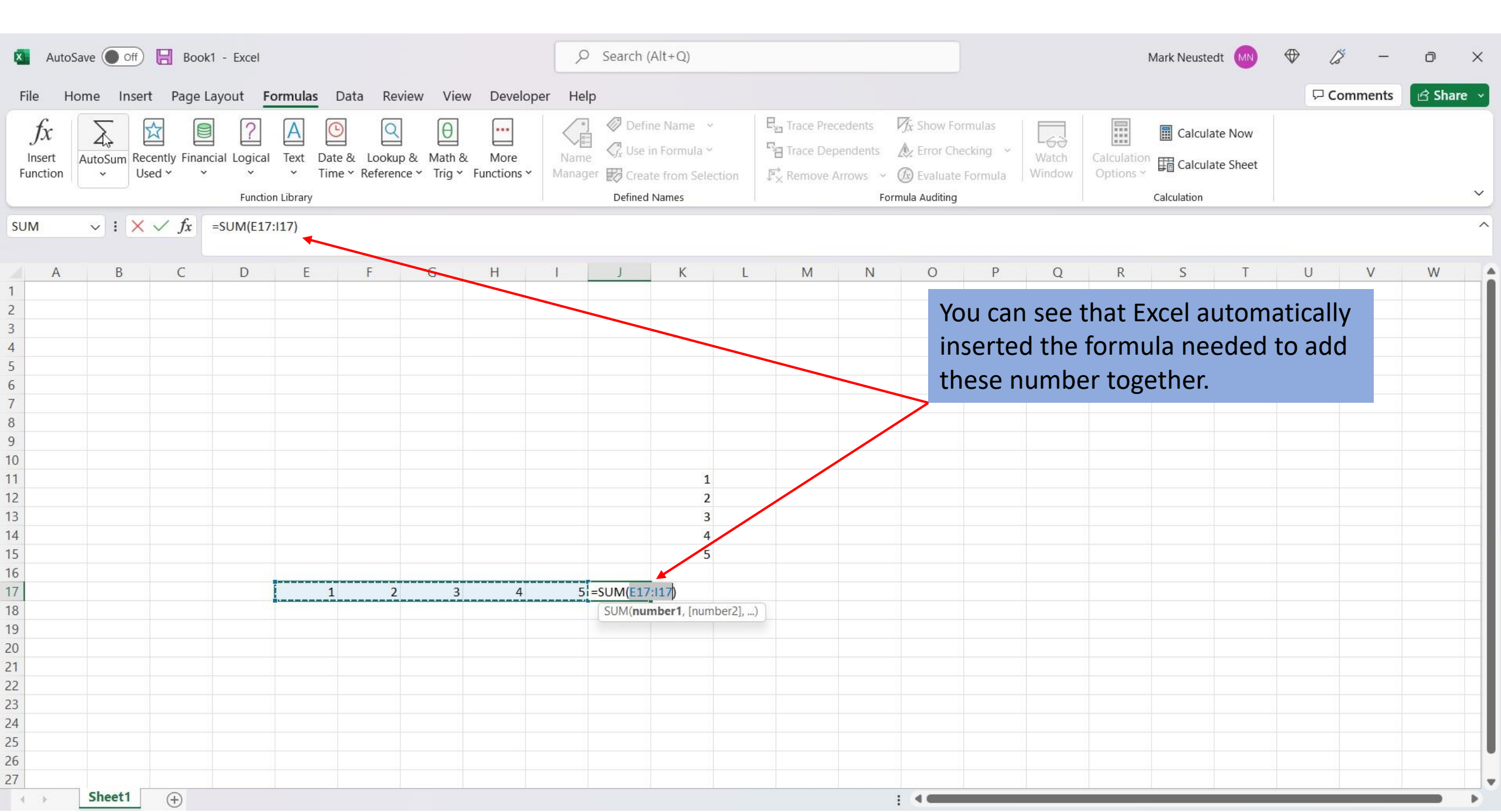
Name Manager
Define Name
Use in Formula
Create from Selection
Defined Names
Trace Precedents
Trace Dependents
Remove Arrows
Show Formulas
Error Checking
Evaluate Formula
Formula Auditing
Watch Window
Calculation Options
Calculate Now
Calculate Sheet
Calculation
J17
Sum (Alt+=)
Automatically add it up. Your total will appear after the selected cells.
Next, click on the Auto Sum button
1
2
3
4
5
1 2 3 4 5
Sheet1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Defined Names
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Trace Dependents
Remove Arrows
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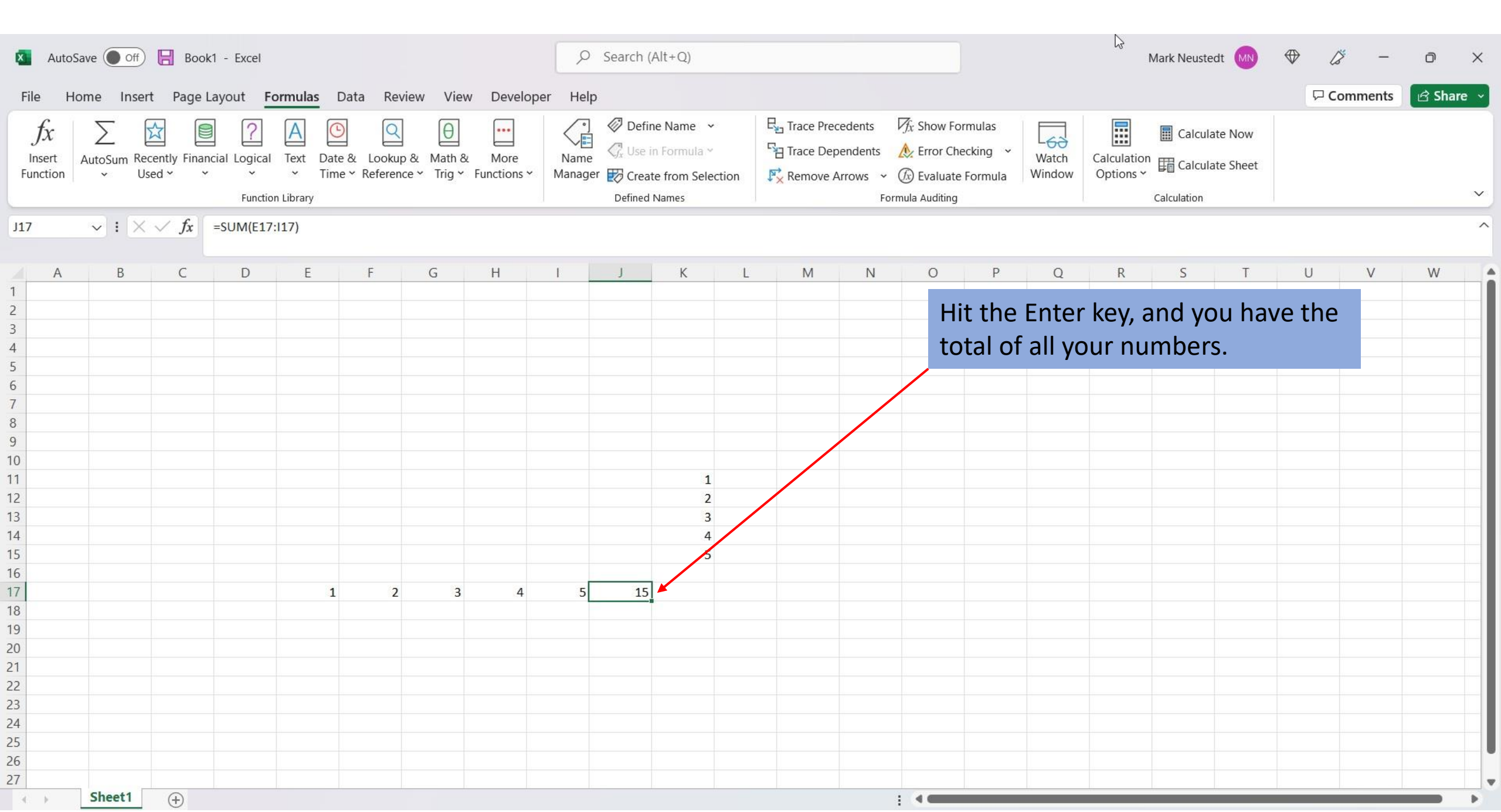
Calculate Now
Calculate Sheet
Calculation
SUM
=SUM(E17:I17)
You can see that Excel automatically inserted the formula needed to add these number together.
1
2
3
4
5
1 2 3 4 5
=SUM(E17:I17)
SUM(number1, [number2], ...)
Sheet1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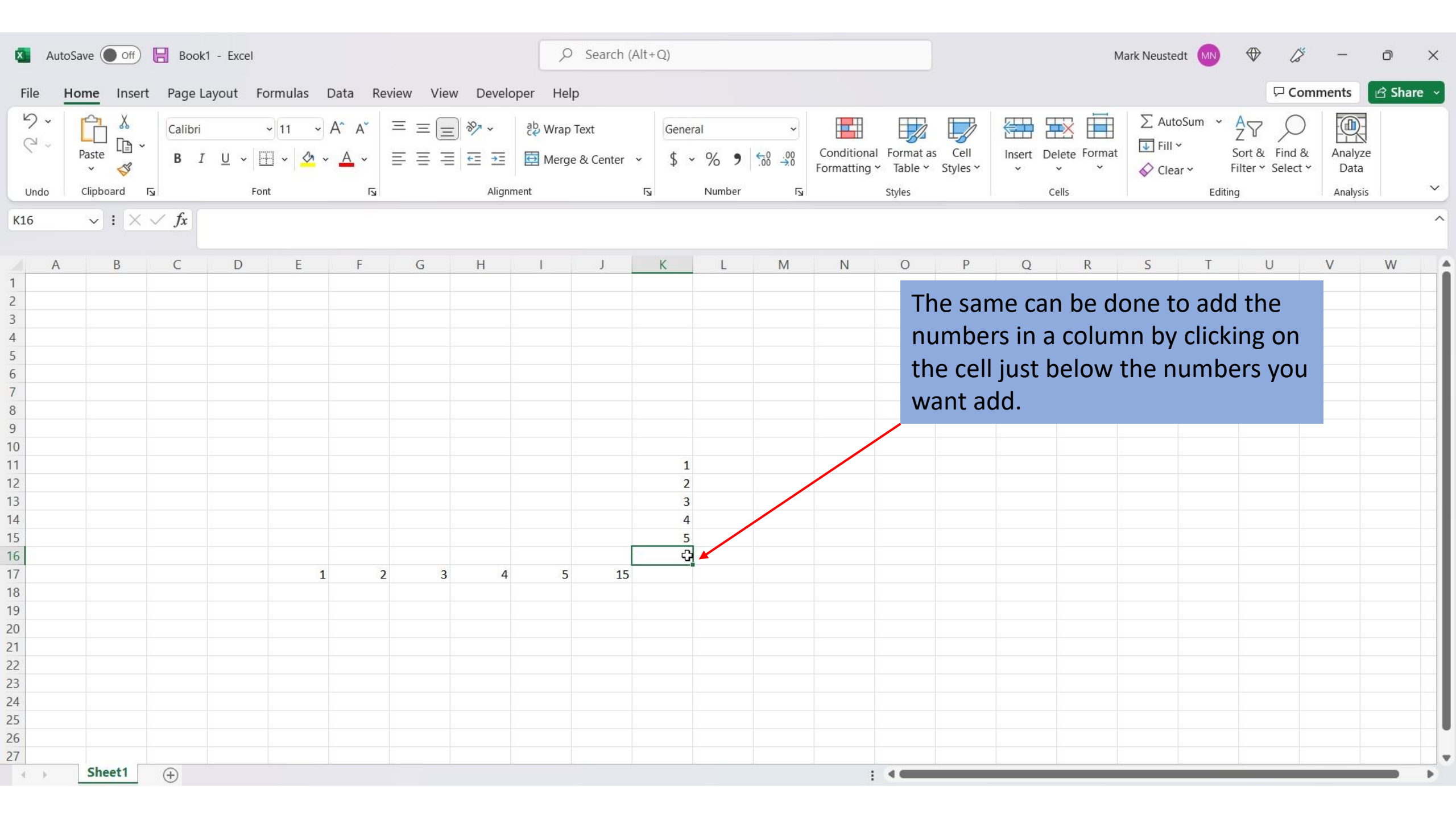
Watch Window
Calculation Options
Calculate Now
Calculate Sheet
Calculation
J17
=SUM(E17:I17)
Hit the Enter key, and you have the total of all your numbers.
1
2
3
4
5
1 2 3 4 5 15
Sheet1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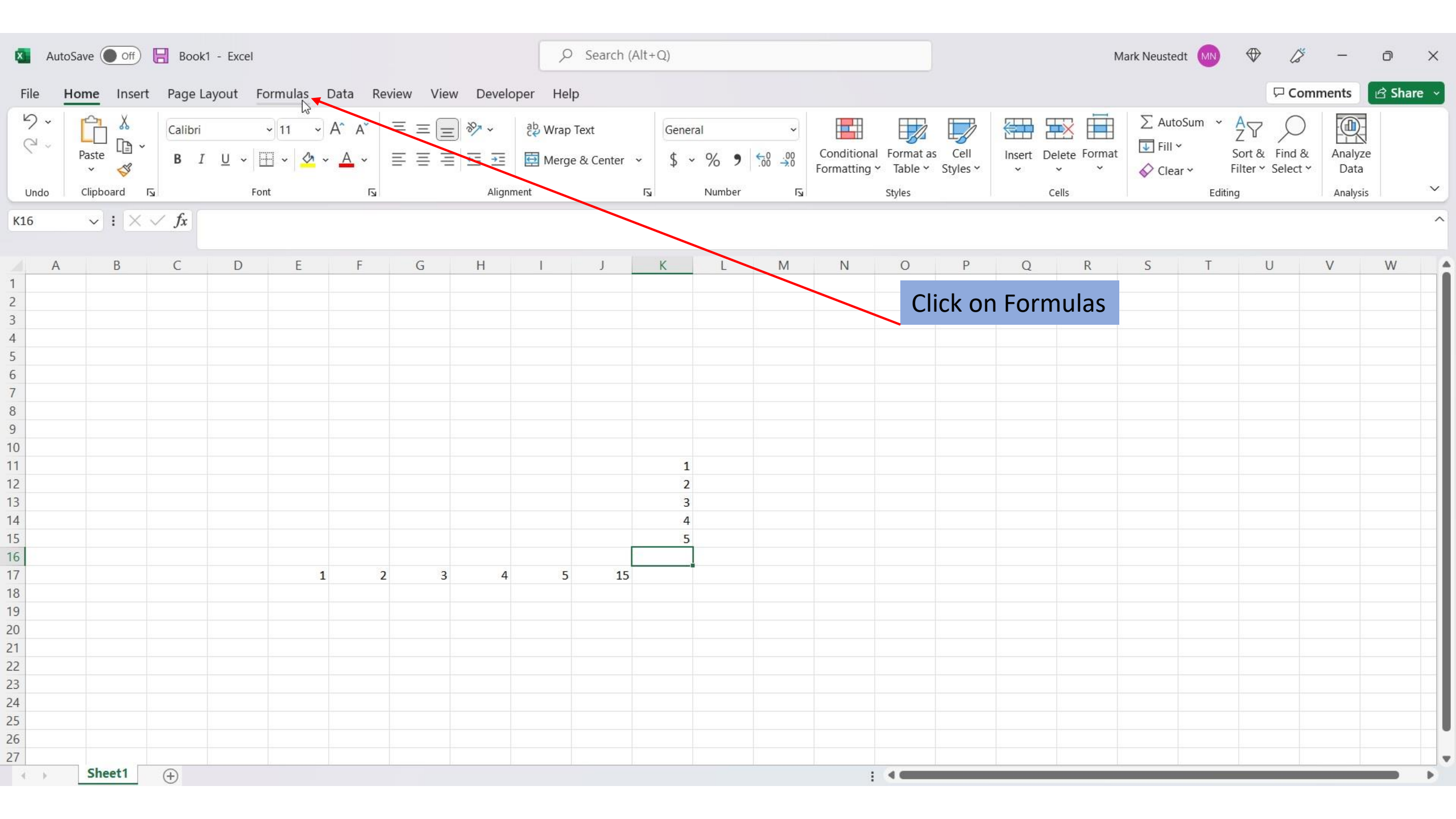
Format
AutoSum
Fill
Clear
Sort & Filter
Find & Select
Analyze Data
Undo
Clipboard
Font
Alignment
Number
Styles
Cells
Editing
Analysis
K16
1
2
3
4
5
1 2 3 4 5 15
The same can be done to add the numbers in a column by clicking on the cell just below the numbers you want add.
Sheet1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Format
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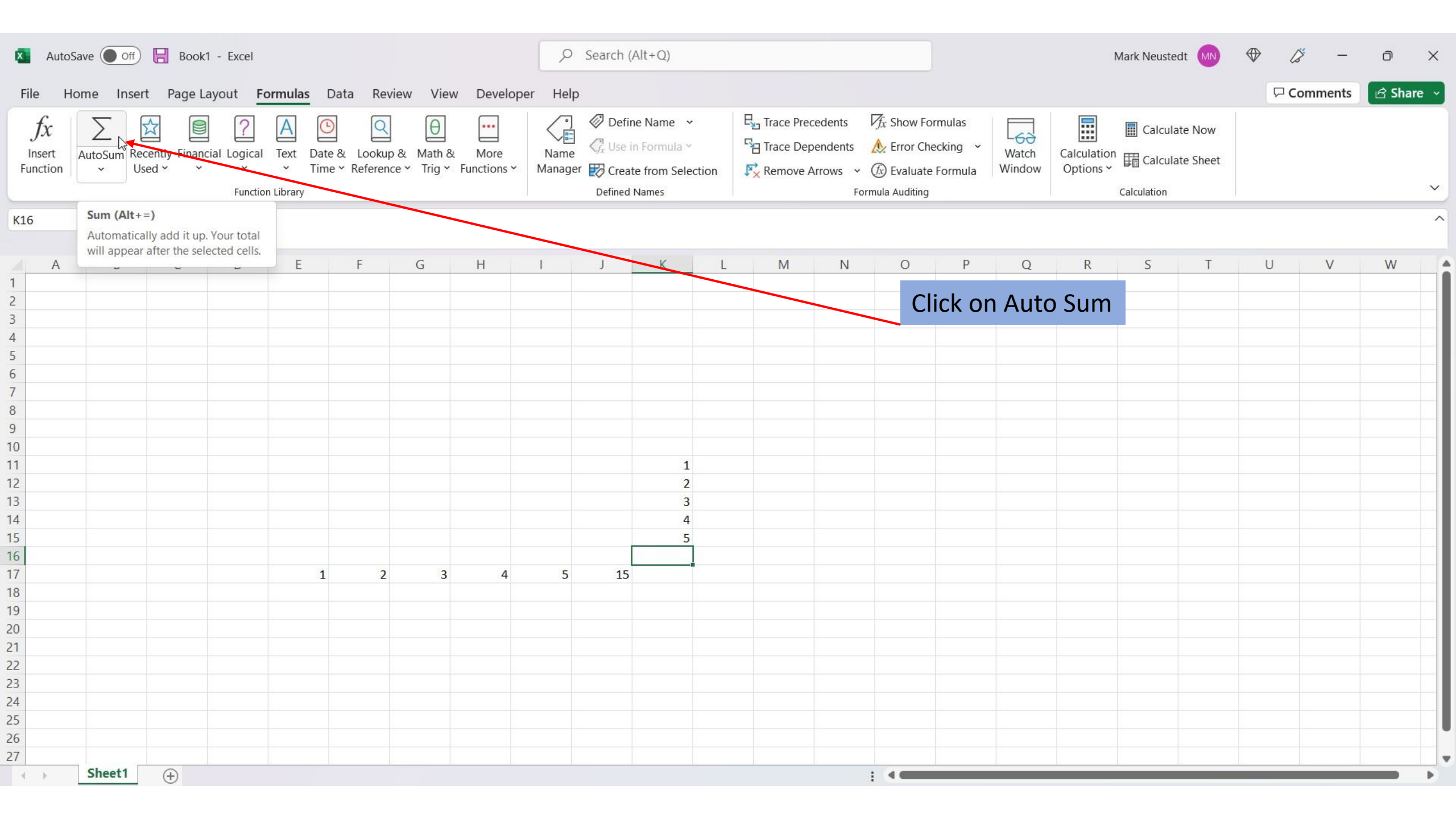
Fill
Clear
Sort & Filter
Find & Select
Analyze Data
Undo
Clipboard
Font
Alignment
Number
Styles
Cells
Editing
Analysis
K16
Click on Formulas
1
2
3
4
5
1 2 3 4 5 15
Sheet1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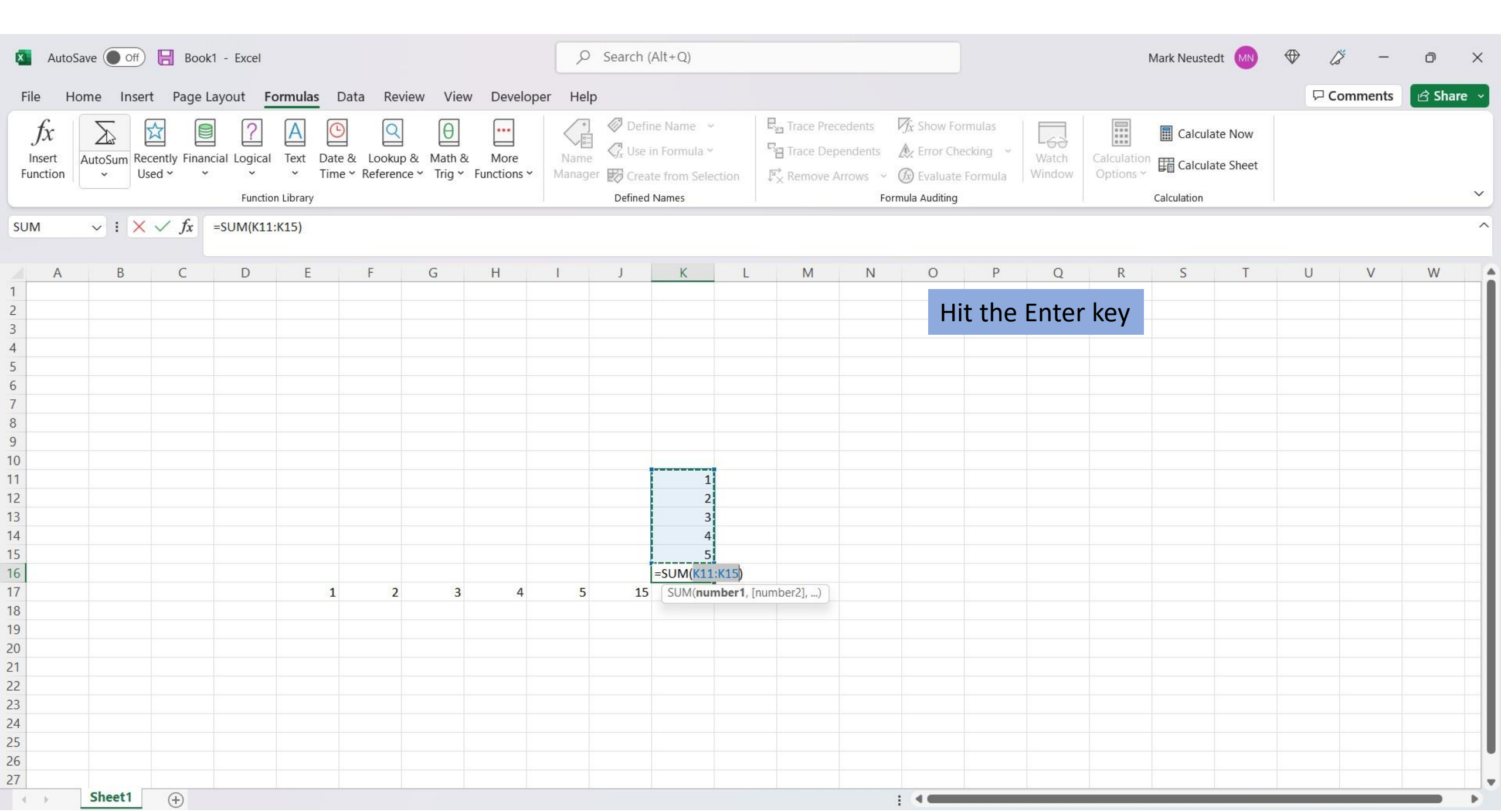
Trace Dependents
Remove Arrows
Show Formulas
Error Checking
Evaluate Formula
Formula Auditing
Watch Window
Calculation Options
Calculate Now
Calculate Sheet
Calculation
K16
Sum (Alt+=)
Automatically add it up. Your total will appear after the selected cells.
Click on Auto Sum
1
2
3
4
5
1 2 3 4 5 15
Sheet1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Trace Dependents
Remove Arrows
Show Formulas
Error Checking
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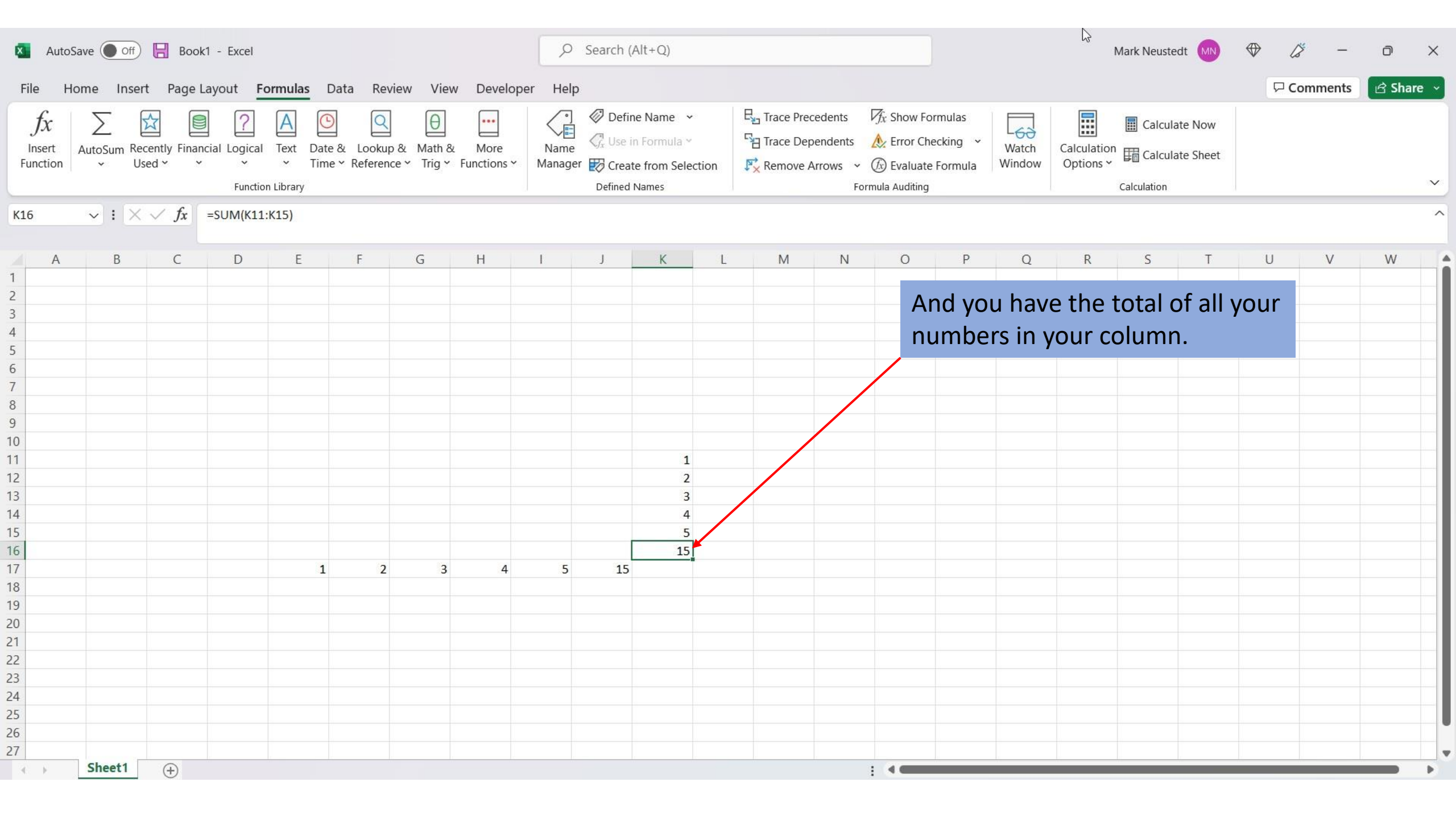
Watch Window
Calculation Options
Calculate Now
Calculate Sheet
Calculation
SUM
=SUM(K11:K15)
Hit the Enter key
1
2
3
4
5
=SUM(K11:K15)
SUM(number1, [number2], ...)
1 2 3 4 5 15
Sheet1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Error Checking
Evaluate Formula
Formula Auditing
Watch Window
Calculation Options
Calculate Now
Calculate Sheet
Calculation
K16
=SUM(K11:K15)
1
2
3
4
5
15
1 2 3 4 5 15
And you have the total of all your numbers in your column.
Sheet1

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