

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC
1		January	February	March	April		Totals																						
2	Product A	1500	1600	1700	1650																								
3	Product B	2300	2200	2400	2350																								
4	Product C	1800	1750	1850	1900																								
5	Product D	2100	2050	2150	2200																								
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This video will show you exactly how to use AutoSum in Excel using only shortcut keys. No mouse needed! Let's jump right in.

Don't Forget To Check Out My Recommended Excel Help Guides



[Excel Shortcuts Cheat Sheet, Keyboard Shortcut, Over 150 Excel Shortcut Keys, Non-Slip Desk mat pad, Large Excel Shortcut Mousepad \(35.4x15.74 in\).](#)



[Excel: The Complete Illustrative Guide for Beginners to Learning any Fundamental, Formula, Function and Chart in Less than 5 Minutes with Simple and Real-Life Examples](#)



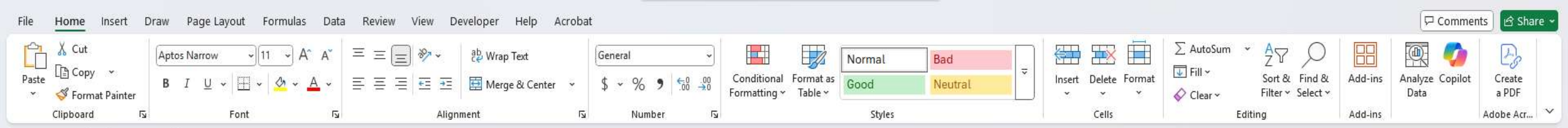
[Excel Formulas QuickStudy Laminated Study Guide. Guide to developing and using functions and formulas in Excel. This clear and concise coverage of the ins and outs of formula creation and use touches on many forms of math from statistics & trig to financial math.](#)



[DeskGuide Pro Excel Cheat Sheet Desk Pad - Work Faster with Our Excel Shortcuts Mousepad - Smooth and Non-Slip Excel Shortcut Mat - 31.5" x 11.8" Excel Mouse Pad Shortcuts - 3mm Thick](#)

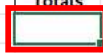
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC
1		January	February	March	April		Totals																						
2	Product A	1500	1600	1700	1650																								
3	Product B	2300	2200	2400	2350																								
4	Product C	1800	1750	1850	1900																								
5	Product D	2100	2050	2150	2200																								
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7	Totals																												

Here we have some data that has a list of products in column A, and the months in row 1. We want to add up the totals for each product, and the totals for each month.

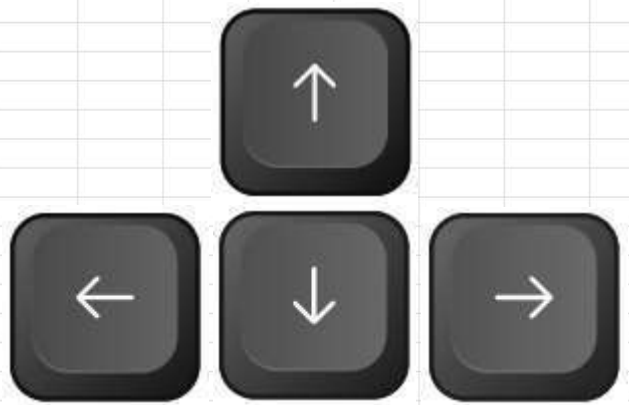


G2

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC
1		January	February	March	April		Totals																						
2	Product A	1500	1600	1700	1650																								
3	Product B	2300	2200	2400	2350																								
4	Product C	1800	1750	1850	1900																								
5	Product D	2100	2050	2150	2200																								
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Let's start by using the arrow keys to move the active cell to the first cell below the totals for product A.



File Home Insert Draw Page Layout Formulas Data Review View Developer Help Acrobat

Clipboard: Paste, Cut, Copy, Format Painter

Font: Aptos Narrow, 11, Bold, Italic, Underline, Text Color, Background Color

Alignment: Wrap Text, Merge & Center

Number: General, Currency, Percentage, Thousand Separator, Decimal Places

Styles: Normal, Bad, Good, Neutral

Cells: Insert, Delete, Format

Editing: AutoSum, Fill, Clear, Sort & Filter, Find & Select

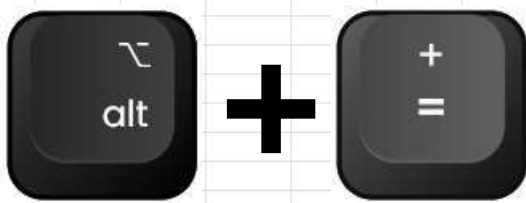
Add-ins: Add-ins, Analyze Data, Copilot, Create a PDF, Adobe Acc...

G2

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC
1		January	February	March	April		Totals																						

2	Product A	1500	1600	1700	1650		
3	Product B	2300	2200	2400	2350		
4	Product C	1800	1750	1850	1900		
5	Product D	2100	2050	2150	2200		
6							
7	Totals						

To add up the total amount for product A, we press and hold the alt key and press the = sign.



File Home Insert Draw Page Layout Formulas Data Review View Developer Help Acrobat

Clipboard: Paste, Cut, Copy, Format Painter

Font: Font face, size, bold, italic, underline, text color, background color

Alignment: Left, center, right, top, bottom, wrap text, merge & center

Number: General, currency, percentage, decimal, scientific

Styles: Normal, Good, Bad, Neutral

Cells: Insert, Delete, Format

Editing: AutoSum, Fill, Clear, Sort & Filter, Find & Select

Add-ins: Add-ins, Analyze Data, Copilot, Create a PDF, Adobe Acrobat

AVERAGE : X ✓ fx =SUM(B2:F2)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC
1		January	February	March	April		(1500,1600,1700,1650,0)	Totals																					
2	Product A	1500	1600	1700	1650		=SUM(B2:F2)																						
3	Product B	2300	2200	2400	2350																								
4	Product C	1800	1750	1850	1900																								
5	Product D	2100	2050	2150	2200																								
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This automatically places the formula for adding up row 2 in cell G2.

File Home Insert Draw Page Layout Formulas Data Review View Developer Help Acrobat

Clipboard: Paste, Cut, Copy, Format Painter

Font: Aptos Narrow, 11, Bold, Italic, Underline, Text Color, Background Color

Alignment: Wrap Text, Merge & Center

Number: General, Currency, Percentage, Increase/Decrease Decimal

Styles: Normal, Bad, Good, Neutral

Cells: Insert, Delete, Format

Editing: AutoSum, Fill, Clear, Sort & Filter, Find & Select

Add-ins: Add-ins, Analyze Data, Copilot, Create a PDF, Adobe Acrobat

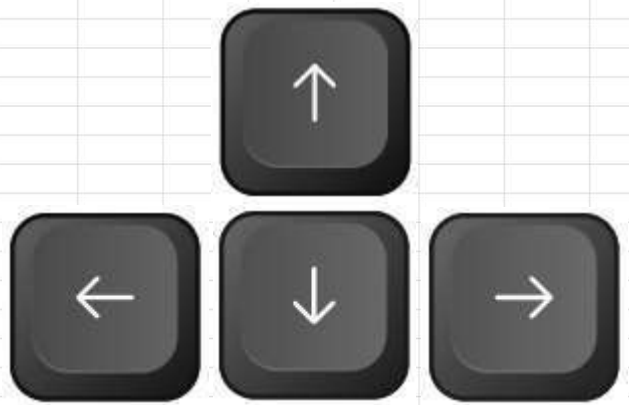
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC
1		January	February	March	April		Totals																						
2	Product A	1500	1600	1700	1650		6450																						
3	Product B	2300	2200	2400	2350																								
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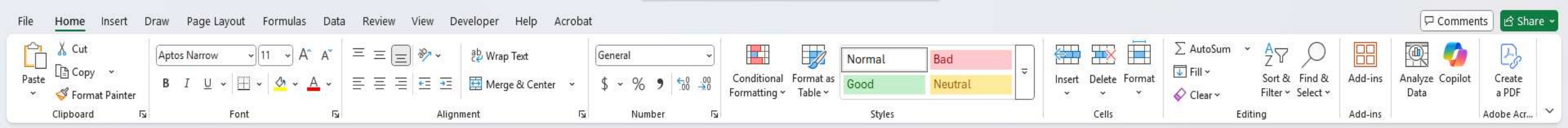
Hit the enter key and you will see the total amount for row 2.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC
1		January	February	March	April		Totals																						
2	Product A	1500	1600	1700	1650		6450																						
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Let's quickly add up the remaining rows by moving the active cell back to cell G2 using the arrow keys.





	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC
1		January	February	March	April		Totals																						
2	Product A	1500	1600	1700	1650		6450																						
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Press ctrl + C to copy the formula.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC
1		January	February	March	April		Totals																						
2	Product A	1500	1600	1700	1650		6450																						
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4	Product C	1800	1750	1850	1900																								
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Now press and hold the shift key and use the down arrow key to highlight the cells for the remaining rows.



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Clipboard: Paste, Cut, Copy, Format Painter

Font: Aptos Narrow, 11, Bold, Italic, Underline, Text Color, Background Color

Alignment: Wrap Text, Merge & Center

Number: General, Currency, Percentage, Thousand Separator, Decimal Places

Styles: Normal, Bad, Good, Neutral

Cells: Insert, Delete, Format

Editing: AutoSum, Fill, Clear, Sort & Filter, Find & Select

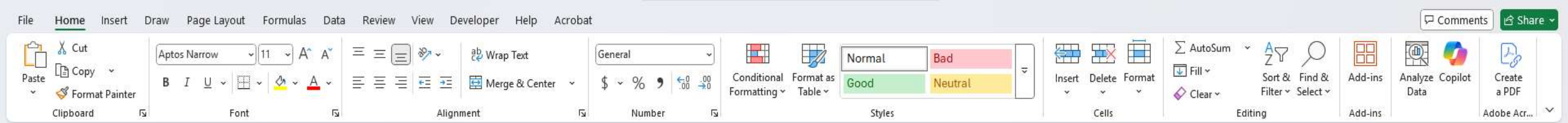
Add-ins: Add-ins, Analyze Data, Copilot, Create a PDF, Adobe Acc...

G2 : X ✓ fx =SUM(B2:F2)

	January	February	March	April	Totals
Product A	1500	1600	1700	1650	6450
Product B	2300	2200	2400	2350	9250
Product C	1800	1750	1850	1900	7300
Product D	2100	2050	2150	2200	8500
Totals					

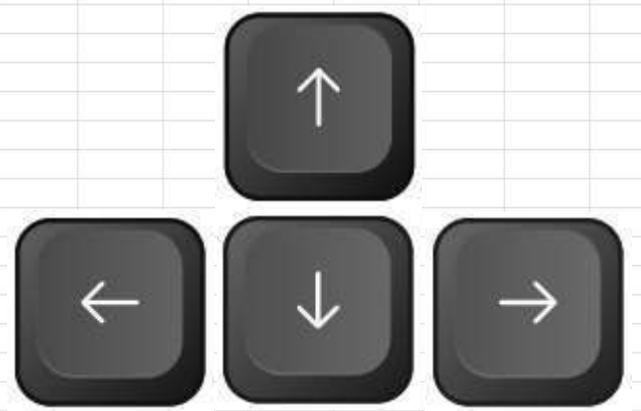
Hit enter, and just like that the remaining rows have been added up.

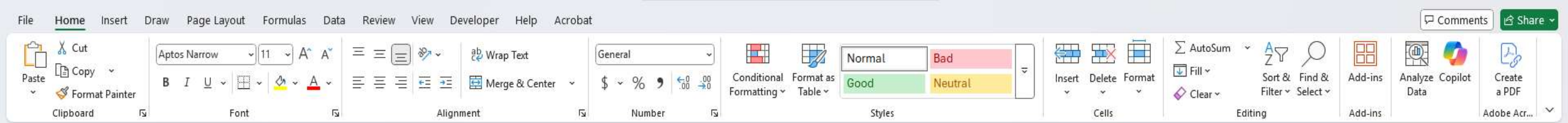




	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC
1		January	February	March	April		Totals																						
2	Product A	1500	1600	1700	1650		6450																						
3	Product B	2300	2200	2400	2350		9250																						
4	Product C	1800	1750	1850	1900		7300																						
5	Product D	2100	2050	2150	2200		8500																						
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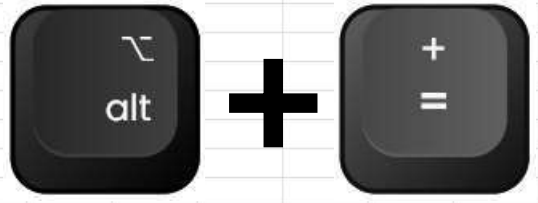
Now, to add up the columns, we use the arrow keys to move the active cell to an open cell in the column for January.





	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC
1		January	February	March	April		Totals																						
2	Product A	1500	1600	1700	1650		6450																						
3	Product B	2300	2200	2400	2350		9250																						
4	Product C	1800	1750	1850	1900		7300																						
5	Product D	2100	2050	2150	2200		8500																						
6																													
7	Totals																												

Again, we press and hold the alt key and press the = sign.



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Clipboard: Paste, Cut, Copy, Format Painter

Font: Font face, size, bold, italic, underline, text color, background color

Alignment: Left, center, right, top, bottom, wrap text, merge & center

Number: General, currency, percentage, decimal places, thousands separator

Styles: Normal, Good, Bad, Neutral

Cells: Insert, Delete, Format

Editing: AutoSum, Fill, Clear, Sort & Filter, Find & Select

Add-ins: Add-ins, Analyze Data, Copilot, Create a PDF, Adobe Acc...

AVERAGE : X ✓ fx =SUM(B2:B6)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC
1		January	February	March	April		Totals																						
2	Product A	1500	1600	1700	1650		6450																						
3	Product B	2300	2200	2400	2350		9250																						
4	Product C	1800	1750	1850	1900		7300																						
5	Product D	2100	2050	2150	2200		8500																						
6		(1500;2300;1800;2100;0)																											
7	Totals	=SUM(B2:E6)																											

This will place the formula for adding up the column in cell B7.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC
1		January	February	March	April		Totals																						
2	Product A	1500	1600	1700	1650		6450																						
3	Product B	2300	2200	2400	2350		9250																						
4	Product C	1800	1750	1850	1900		7300																						
5	Product D	2100	2050	2150	2200		8500																						
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7	Totals	7700																											
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Hit the enter key and you will see the total for column B.



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Font: Aptos Narrow, 11, Bold, Italic, Underline, Text Color, Background Color

Alignment: Left, Center, Right, Indent, Merge & Center

Number: General, Currency, Percentage, Thousand Separator, Decimals

Styles: Normal, Bad, Good, Neutral

Cells: Insert, Delete, Format

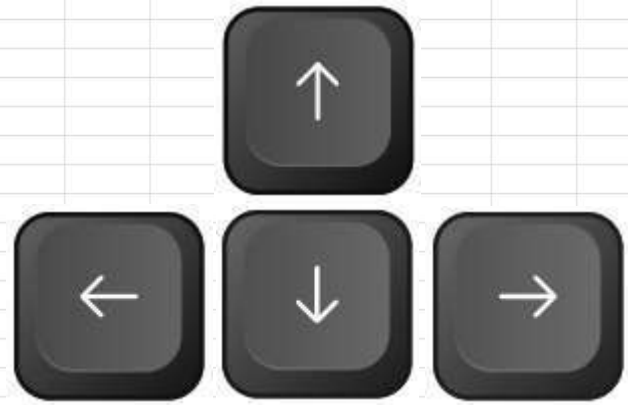
Editing: AutoSum, Fill, Clear, Sort & Filter, Find & Select

Add-ins: Add-ins, Analyze Data, Copilot, Create a PDF, Adobe Acc...

B7: =SUM(B2:B6)

	January	February	March	April	Totals
Product A	1500	1600	1700	1650	6450
Product B	2300	2200	2400	2350	9250
Product C	1800	1750	1850	1900	7300
Product D	2100	2050	2150	2200	8500
Totals	7700				

Let's add up the remaining columns by using the arrow keys to move the active cell back to cell B7.



File Home Insert Draw Page Layout Formulas Data Review View Developer Help Acrobat

Clipboard: Paste, Cut, Copy, Format Painter

Font: Aptos Narrow, 11, Bold, Italic, Underline, Text Color, Background Color

Alignment: Wrap Text, Merge & Center

Number: General, Currency, Percentage, Thousand Separator, Increase/Decrease Decimal

Styles: Normal, Bad, Good, Neutral

Cells: Insert, Delete, Format

Editing: AutoSum, Fill, Clear, Sort & Filter, Find & Select

Add-ins: Add-ins, Analyze Data, Copilot, Create a PDF, Adobe Acc...

B7 fx =SUM(B2:B6)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC
1		January	February	March	April		Totals																						
2	Product A	1500	1600	1700	1650		6450																						
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Press ctrl C to copy the formula.

1R x 4C : X ✓ fx =SUM(B2:B6)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC
1		January	February	March	April		Totals																						
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5	Product D	2100	2050	2150	2200		8500																						
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And then press and hold the shift key and use the right arrow key to highlight the cells for the remaining columns.



File Home Insert Draw Page Layout Formulas Data Review View Developer Help Acrobat

Clipboard: Paste, Cut, Copy, Format Painter

Font: Aptos Narrow, 11, Bold, Italic, Underline, Text Color, Background Color

Alignment: Left, Center, Right, Justify, Merge & Center

Number: General, Currency, Percentage, Thousand Separator, Decimals

Styles: Normal, Bad, Good, Neutral

Cells: Insert, Delete, Format

Editing: AutoSum, Fill, Clear, Sort & Filter, Find & Select

Add-ins: Add-ins, Analyze Data, Copilot, Create a PDF, Adobe Acrobat

B7 : X ✓ fx =SUM(B2:B6)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC
1		January	February	March	April		Totals																						
2	Product A	1500	1600	1700	1650		6450																						
3	Product B	2300	2200	2400	2350		9250																						
4	Product C	1800	1750	1850	1900		7300																						
5	Product D	2100	2050	2150	2200		8500																						
6																													
7	Totals	7700	7600	8100	8100																								
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Hit enter, and the remaining columns have been added up.



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