Using the autosum feature

• The autosum feature add up numbers in a Excel's spreadsheet’s column or rows
• Choose either to enter your numbers in a row or in a column.
• After that, enter in each number into a cell with one number per cell

Press **Enter** on the keyboard after each number is input.
• **Left click** on the **Home** icon in the Excel’s toolbar.
• **Left click** on the **Autosum** tab located all the way at the end of the toolbar.
• You will notice a marching ants box appear around all your numbers

• At the end will be *SUM* and then the cell range that your numbers take up.
• Press **enter** on your keyboard.

• Your sum will appear at the end of the row or column.