

Need to Add Up a Column or Row of Numbers?

1.

- Click where you want the total to go.

2.

- Click the AUTOSUM button.



3.

- It guesses which cells you want added.
 - If it's correct, press Enter.
 - If it's incorrect, click and drag over the correct cells with the white cross and press Enter. Remember to include the blank cell if there is one!

\$	700.00
\$	1,050.00
\$	399.99
\$	140.00
\$	210.00
\$	-
\$	-
=SUM(D4:D11)	

These same steps work for AVERAGE, MIN, MAX and COUNT.

If you are counting cells containing text, do the same steps but type an A in after COUNT to make it COUNTA.

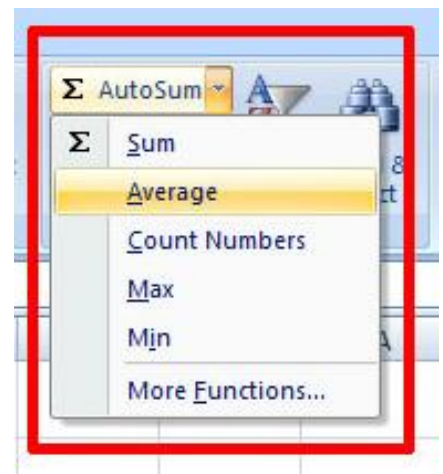
=AVERAGE(D4:D11)

=MIN(D4:D11)

=MAX(D4:D11)

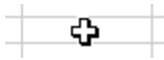
=COUNT(D4:D11)

=COUNTA(D4:D11)



Understanding the Excel Cursors

1. Selection Cursor:



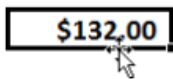
Click and drag to highlight multiple cells with this cursor, or click in a cell to select the single cell.

2. Autofill Handle:



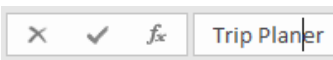
Click and drag to fill in the other cells with content. It works differently depending on what you drag. For example, if you Autofill January, you will fill in the other cells with February, March, etc.

3. Move Cursor:



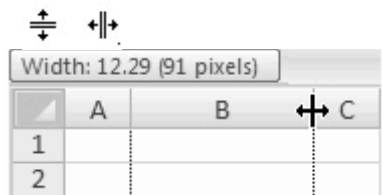
Click and drag the contents of the selected cell to any other cell.

4. Selection Bar (I-Beam):

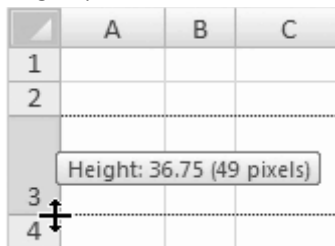


Click to place the cursor into the Formula bar so that you can edit an equation or function.

5. Column Width/Row Height Sizer:



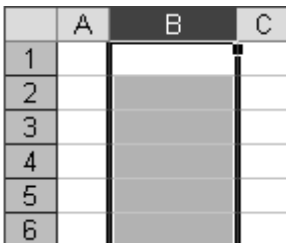
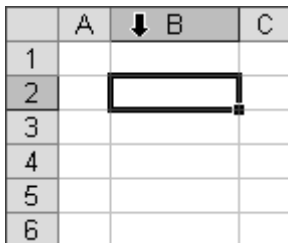
Click and drag in between columns or rows to resize them.



Double click when you see this arrow and it will automatically size your column or row to accommodate the largest entry!



6. Select Whole Column or Row:



Click right on the Column heading or Row number to select the entire Column or Row.

