

## Job Aid: Excel: Summing Columns

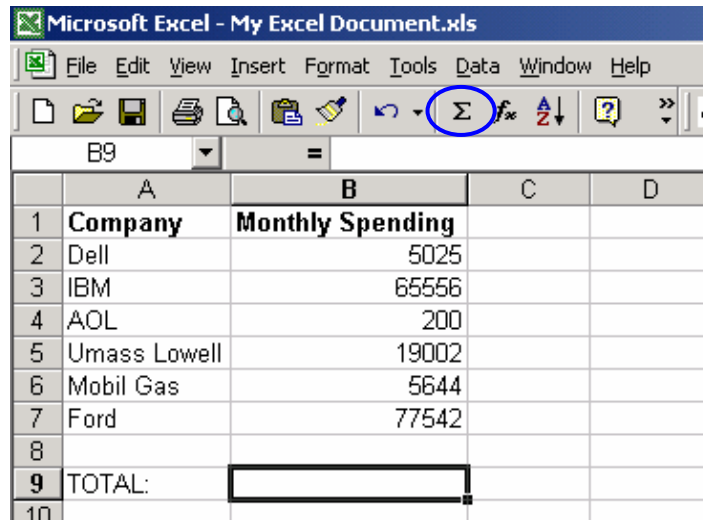


A lot of the time, the ability to have Excel sum a column for you saves you time and effort. Summing is one of many functions available in Excel, and is one of the most useful.

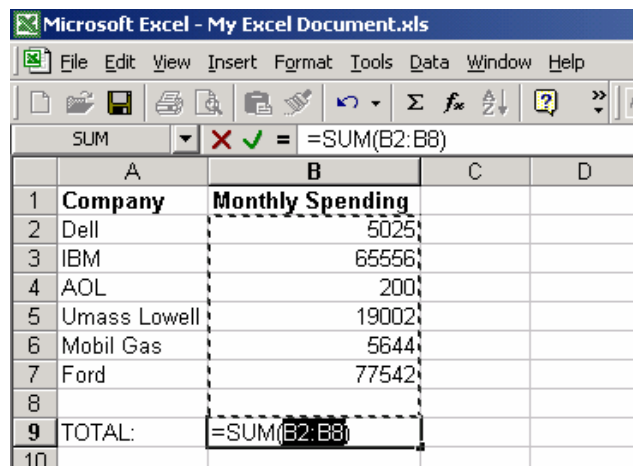


Open up your document that you want to sum columns in.

1. Click on the cell beneath the column that you want to sum (see below).
2. Now, click the **Sum** button on the Formatting toolbar (circled below).



3. Clicking this button highlights the cells above the selected cell as the ones to be summed. In the selected cell, the formula for the sum stays in the cell.





4. Once you hit the Enter key, the sum of the selected cells will be put in the cell you selected.



**Note:** If you enter values into any of the above cells after doing this process, then the sum cell will automatically update itself.



**Note:** After you hit the sum button, you can select and deselect cells by holding Ctrl and clicking on the cell. This will include or remove these cells from the sum equation.



**Note:** For columns that need values in terms of dollars, the Currency style button is helpful. Just highlight the column (or select cells) that need to have a dollar sign and click the button. If this toolbar is not visible click **View > Toolbars > Formatting**.

