



Online Lesson Instructions: Using the SUM Function in Excel

Lesson Title: Add Numbers Effortlessly - Mastering the SUM Function

Step-by-Step Guide:

1. Open the Sample Excel File:

- Download and open the file titled "The Sum Function in Excel.xlsx."

2. Understanding the SUM Function:

- Review the data on the worksheet. The SUM function allows you to quickly add up numbers in a selected range, saving time and reducing errors.

3. Applying the SUM Function:

- Select the cell where you want the sum to appear.
- Type =SUM(and then highlight the range of cells you want to add (e.g., D4:D7).
- Press ENTER to see the result displayed in the selected cell.

4. Using AutoSum for Quick Calculations:

- Click on the cell where you want the total to be.
- Go to the Home tab and click the AutoSum button (Σ). Excel will automatically suggest a range.
- Press ENTER to confirm, or adjust the range if needed.



5. Practice Exercise:

- Use the SUM function to add various sets of numbers on the worksheet.
- Experiment with adding non-contiguous ranges by separating them with commas (e.g., =SUM(D4:D7, F2:F5)).

6. Save Your Progress:

- After completing the exercises, save your file to keep a record of your work.

Tip: Double-check the selected range to ensure all intended cells are included, especially when using AutoSum.