



2	Jan	600	600
3	Feb	300	
4	Mar	500	
5	Apr		
6	May		
7	Jun		
8			
9	<b>Total</b>	1400	
10			

Explanation: the first cell (\$B\$2) in the range reference is an [absolute reference](#). We locked the reference to cell B2 by adding a \$ symbol in front of the column letter and row number. The second cell (B2) in the range reference is a normal [relative reference](#).

3. Select cell C2, click on the lower right corner of cell C2 and drag it down to cell C7.

Explanation: when we drag the formula down, the absolute reference (\$B\$2) stays the same, while the relative reference (B2) changes to B3, B4, B5, etc.

4. For example, take a look at the formula in cell C3.

5. For example, take a look at the formula in cell C4.

6. At step 2, add the IF function as shown below (and drag it down to cell C7) to only display a cumulative sum if data has been entered.

Explanation: if cell B2 is not empty ( $\neq$  means not equal to), the [IF function](#) in cell C2 displays a cumulative sum, else it displays an empty string (two double quotes with nothing in between).

#### 7. Enter the sales in April.

Discover more (  Microsoft Excel )

Excel

 Interactive Excel tutorial

#### Ergonomic keyboard and mouse

 mathematical

## Microsoft Office suite

 Excel add-ins

④ Excel consulting services

## ④ Excel learning platform

## ❖ Use a Simple Formula

You can also use a simple formula to quickly calculate a running total in Excel.

- ## 1. Start with the first value.

2. Add the new value to the previous running total (and copy this simple formula down).

3. Select cell C3 (not cell C2!), click on the lower right corner of cell C3 and drag it down to cell C7.

C3 :    =C2+B3

1	Month	Sales	Running Total
2	Jan	600	600
3	Feb	300	900
4	Mar	500	1400
5	Apr	200	1600
6	May	400	2000
7	Jun	100	2100
8			
9			

Explanation: the simple formula =C2+B3 changes to =C3+B4, =C4+B5, etc. Each time the new value is added to the previous running total.

4. You can check this.

## ◆ Use the Quick Analysis Tool

Not a formula hero? No problem. You can let Excel do all the work for you!

1. Select a range of cells and click the [Quick Analysis](#) button.

2. Click Totals and click Running Total (yellow-orange option).

3. The Quick Analysis tool also uses the SUM function to create a running total.

Note: now it's your turn! Download the [Excel file](#) and try to create a running total.

## Chapter

- Count and Sum Functions
- 

### Learn more, it's easy

- Countif
  - Count Blank/Nonblank Cells
  - Count Characters
  - Not Equal To
  - Count Cells with Text
  - Sum
  - Running Total
  - Sumif
  - Sumproduct
- 

### ↓ Download Excel File

- [running-total.xlsx](#)
- 

### Next Chapter

- Logical Functions
- 

### Follow Excel Easy



### Become an Excel Pro

- 1. Introduction
  - 2. Basics
  - 3. Functions
-

---

- 4. Data Analysis

---

- 5. VBA

---

Running Total • © 2010-2026

Start with Excel in 2026: Range • Formulas and Functions • Ribbon • Cell References • Sort • Filter