

Running Total in Excel

This page teaches you how to create a running total (cumulative sum) in Excel. A running total changes each time new data is added to a list.

◆ Use the SUM function

First, let's use the SUM function to create a running total in Excel.

1. For example, select cell B9 below and enter a simple SUM function.

B9								
	A	B	C	D	E	F	G	H
1	Month	Sales						
2	Jan	600						
3	Feb	300						
4	Mar	500						
5	Apr							
6	May							
7	Jun							
8								
9	Total	1400						
10								

Discover more

⚡ Excel

⚡ Microsoft Excel

⚡ Excel 2021

⚡ Excel software bundle

⚡ Microsoft Office Suite license

⚡ Excel add-ins

⚡ Online learning community

⚡ Data analysis software

⚡ Ergonomic keyboard and mouse

2. Next, select cell C2 and enter the SUM function shown below.

C2								
	A	B	C	D	E	F	G	H
1	Month	Sales	Running Total					

2	Jan	600	600					
3	Feb	300						
4	Mar	500						
5	Apr							
6	May							
7	Jun							
8								
9	Total	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.

C2								
	A	B	C	D	E	F	G	H
1	Month	Sales	Running Total					
2	Jan	600	600					
3	Feb	300	900					
4	Mar	500	1400					
5	Apr		1400					
6	May		1400					
7	Jun		1400					
8								
9	Total	1400						
10								

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.

COUNTIF								
	A	B	C	D	E	F	G	H
1	Month	Sales	Running Total					
2	Jan	600	600					
3	Feb	300	=SUM(\$B\$2:B3)					
4	Mar	500	1400					
5	Apr		1400					
6	May		1400					
7	Jun		1400					
8								
9	Total	1400						
10								

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

COUNTIF								
	A	B	C	D	E	F	G	H
1	Month	Sales	Running Total					
2	Jan	600	600					
3	Feb	300	=SUM(\$B\$2:B3)					
4	Mar	500	1400					
5	Apr		1400					
6	May		1400					
7	Jun		1400					
8								
9	Total	1400						
10								

Discover more ([🔌 Microsoft Excel](#))

([🔌 Excel](#))

([🔌 Interactive Excel tutorial](#))

([🔌 Ergonomic keyboard and mouse](#))

([🔌 mathematical](#))

([🔌 Microsoft Office suite](#))

([🔌 Excel add-ins](#))

([🔌 Excel consulting services](#))

([🔌 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.

C2								
	A	B	C	D	E	F	G	H
1	Month	Sales	Running Total					
2	Jan	600	600					
3	Feb	300						
4	Mar	500						
5	Apr	200						
6	May	400						
7	Jun	100						
8								

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

COUNTIF								
	A	B	C	D	E	F	G	H
1	Month	Sales	Running Total					
2	Jan	600	600					
3	Feb	300	=C2+B3					
4	Mar	500						
5	Apr	200						
6	May	400						
7	Jun	100						
8								

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

C3								
	A	B	C	D	E	F	G	H

	A	B	C	D	E	F	G	H
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