Contents

1. SUM function

- The SUM function adds values.
- You can add individual values, cell references or ranges or a mix of all three.

Syntax:

```
=SUM(number1, [number2], [number3], ...)
```

- `number1` (required): The first number or range to add.
- `number2, number3, ...` (optional): Additional numbers or ranges (up to 255 total arguments).

Examples:

1. **Sum individual numbers**:

```
=SUM(5, 10, 15)  // Returns 30
```

2. **Sum a range of cells**:

```
=SUM(A1:A10)  // Adds all numbers in cells A1 to A10
```

3. **Sum multiple ranges**:

```
=SUM(A1:A5, B1:B5)  // Adds numbers in A1:A5 and B1:B5
```

4. **Sum with mixed references**:

```
=SUM(A1, B2, C3:C10)  // Adds A1, B2, and the range C3:C10
```

Tips:

- Ignores **text**, **logical values (TRUE/FALSE)**, and **empty cells**.
- If a cell contains an **error**, the entire SUM function will return that error.

- Use **SUMIF** or **SUMIFS** for conditional summing.

2. Use AutoSum to sum numbers

What is AutoSum in Excel?

AutoSum is a quick and easy way to add up numbers in Excel automatically. It uses the **SUM function** to calculate the total of a selected range of cells with just a click or a keyboard shortcut.

How to Use AutoSum

Method 1: Using the Ribbon

1. Select the cell **below** (for columns) or **beside** (for rows) the numbers you want to sum.
2. Go to the **Home** tab → Click **AutoSum (Σ)** in the **Editing** group.
   - Or go to the **Formulas** tab → Click **AutoSum (Σ)**.
3. Excel will automatically detect the range and insert the SUM formula.
4. Press **Enter** to confirm.

Method 2: Keyboard Shortcut

- Select the target cell and press `Alt+Equal sign ( = )` (Windows).

Examples of AutoSum

1. **Sum a Column**

   - If you have numbers in **A1:A10**, select **A11** and click **AutoSum (Σ)**.
   - Excel will insert:

   ```
   =SUM(A1:A10)
   ```

2. **Sum a Row**

   - If numbers are in **A1:E1**, select **F1** and press `Alt + =`.
   - Excel will insert:

   ```
   =SUM(A1:E1)
   ```

3. **Sum Multiple Ranges**

   - Select a cell where you want the total, click **AutoSum**, then adjust the range manually if needed.

What Else Can AutoSum Do?

AutoSum can also insert other functions automatically, such as:

- **Average (AVERAGE)**
- **Count Numbers (COUNT)**
- **Maximum (MAX)**
- **Minimum (MIN)**

To use these:

1. Click the **drop-down arrow (▼)** next to the **AutoSum (Σ)** button.
2. Select the desired function.

AutoSum Tips

☑ **Detects adjacent data** by default (but you can manually adjust the range).

✘ **Ignores text and empty cells** (only sums numbers).

⚠ **If AutoSum selects the wrong range**, drag to correct it before pressing **Enter**.

📺 Excel Tutorial in Urdu: Use of Sum function and AutoSum to sum numbers

This video covers:

- ✔ How to use the SUM function by typing it out [00:29]
- ✔ How to use cell references in the SUM function [01:31]
- ✔ How to use range operators with the SUM function [02:45]
- ✔ How to use AutoSum [03:57]
- ✔ How to use the shortcut key for AutoSum, which is Alt + Equals sign [04:30]
- How to copy the formula to multiple cells [04:50]

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📺 Excel Tutorial in Urdu: Copy values quickly from the status bar

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Tasks

Tasks 1: Calculating the Sum of values in Excel

- Create a new Excel worksheet.
- In cells A1 to A10, enter the following numbers: 10, 20, 30, 40, 50, 60, 70, 80, 90, and 100.
- In cell A11, enter the following formula: =SUM(A1:A10)
- Press Enter.

The result, 550, should appear in cell A11.

Task 2: Calculate the total marks for each students.

Sample Date:

Student	Math	Science	History
Alice	85	90	75
Bob	70	88	80
Carol	92	76	85
David	78	82	70
Emma	90	85	92

Task 3: Use the SUM function to calculate the total sales in the following table:

Month	Sales
January	100
February	120
March	150
April	180
May	210

📖 Related Topics

- **SUMIF function** – Learn how to add up only the numbers that match your rule in Excel—like totaling sales for one product or expenses in a category.. ☞ Learn more

References and Bibliography