

Topic 9:- Sum Formula

In Excel, the SUM formula is used to add up a range of numbers. It's one of the most commonly used formulas and is quite straightforward to use. Here's how you can use the SUM formula in Excel:

Basic SUM Formula:

1. Select the cell where you want the sum to appear.
2. Type **=SUM(** to start the SUM function.
3. Specify the range of numbers you want to add. You can do this in one of two ways:
 - Click and drag to select the cells you want to include in the sum. Excel will automatically fill in the cell references. For example, if you select cells A1 to A5, Excel will enter **A1:A5** in the formula.
 - Manually enter the cell references. For example, if you want to sum cells B1 to B5, you can type **B1:B5** within the parentheses.
4. Close the parentheses to complete the formula, and then press Enter.

Here's an example of what the formula might look like:

```
=SUM(A1:A5)
```

When you press Enter, Excel will calculate the sum of the values in the specified range (A1 to A5 in this case) and display the result in the selected cell.

AutoSum Button:

You can also use the AutoSum button on the Excel ribbon to quickly apply the SUM function. Here's how:

1. Select the cell where you want the sum to appear.
2. Click on the "Home" tab in the Excel ribbon.
3. In the "Editing" group, click the "AutoSum" button (Σ). Excel will attempt to automatically determine the range to sum based on nearby data.
4. If Excel selects the correct range, press Enter to apply the SUM formula. If not, click and drag to select the desired range, and then press Enter.

Using SUM with Multiple Ranges:

You can also use the SUM formula to add up values from multiple non-contiguous ranges.
For example:

```
=SUM(A1:A5, C1:C5, E1:E5)
```

In this example, Excel will sum the values in cells A1 to A5, C1 to C5, and E1 to E5.

The SUM formula is versatile and can be used for a wide range of calculations in Excel, from simple addition to more complex financial and statistical analyses.