

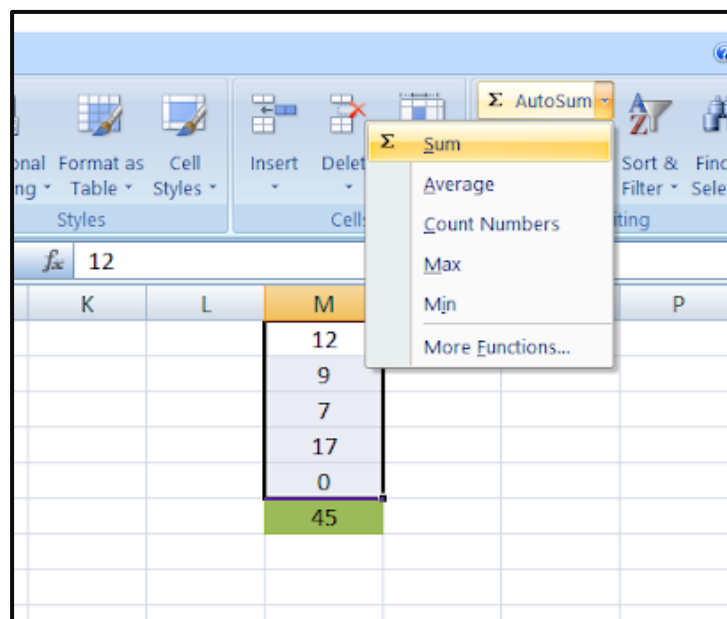


Cell function

- A **function** is a **predefined formula** that performs calculations in selected data.
- Excel includes many common functions that can be used to quickly find the **sum**, **average**, **count**, **maximum value**, and **minimum value** for a range of cells.

Sum

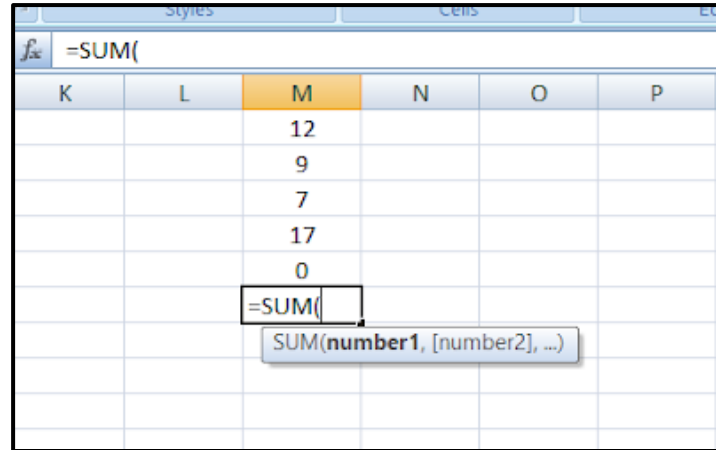
- This function **adds** all of the values of the cells in selected area
- Select the cells which has numbers, in home tab click sum operation. The answer will be shown in next cell.





Another method

- Click on the cell in your table where you want to see the total of the selected cells.
- Enter **=SUM(** to this selected cell.



- Now **select the range** with the numbers you want to total and press **Enter** on your keyboard.
- In large ranges of calculation you can enter the range address manually like **=SUM(M1:M5)**

