



Introduction to functions

Functions give you the ability to do a variety of things. You perform mathematical operations, look up values, or even calculate dates and times. Let's try a few steps to add up values with the **SUM** function.

- 1 Under the Amount column for Fruit and Veg, enter **=SUM(B2:B6)**, or type **=SUM()**, then select that range with the mouse, and press **Enter**. This will sum the values in cells B2, B4, B5, and B6. Your answer should be 175.
- 2 Now let's try **AutoSum**. Select the yellow cell under the column for Meat and Veg, then go to **Formulas > AutoSum** > select **SUM**. You'll see Excel automatically enter the formula for you. Press **Enter** to confirm it. The **AutoSum** feature has all of the most common functions.
- 3 Next is a neat keyboard shortcut. Select cell D10. Then press **=** and **>** then **Enter**. This automatically enters **SUM** for you.

[Click here for more detail](#)

[Next step](#)

Item	Amount	Item	Amount
Apples	25	Banana	25
Oranges	25	Chickens	25
Bananas	25	Fruit	25
Carrots	25	Veg	25
Subtotal	175	Subtotal	175

Item	Amount	Item	Amount
Meat	25	Meat	25
Meat	25	Meat	25
Chicken	25	Chicken	25
Veget	25	Veget	25
Pork	25	Pork	25
Subtotal	175	Subtotal	175

Tip
Try the **SUMIF** function using any of the methods you've already used. The **SUMIF** function counts the number of cells in a range that contain numbers.

More about functions

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Geoffrey Alexander, Joseph Alexander



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