



Use Keyboard short cut to AutoSum a column or row of figures

Most of us use the Autosum tool, or type the formula =SUM(FirstCell:LastCell) into a cell to add together a range of cells that contain numbers. If you are a “keyboard” user you may prefer to use the following method:

- Place the cursor in the cell where the formula is to be placed
- Hold down the **Alt** key and press the = key
- The AutoSum formula will be inserted into the cell.