



ICAEW Excel 14 Sum

In this video, I'm going to talk to you about the Sum function in Excel, which will add numbers up.

So, this is the most straightforward Excel function of all. Arguably, just adding numbers up equals, sum, and then we point to the values in brackets. There's various ways to do this. So I'm going to do this three different ways in three separate columns. So we've got 14 business units. We've got revenues, costs, profits and margins. So I'm going to add up, down there in row 18, I'm going to add up the revenues, I'm going to add up the costs in column D, and I'm going to add up the profits in column E.

So let's start with the with the revenues in column C. I want to add those numbers up. So one way of doing this is just to type equals, Sum, open brackets and then point to the numbers we want to add up, close brackets and it's as simple as that. Enter. One way of doing that, a second way of doing it is to use the Auto Sum icon in the home tab on the ribbon of top. You can see I'm pointing it to it up here. So that would also work. I'm going to do that for the costs. I'm going to get on my mouse. Click on Auto Sum and there you go, does it for me. I just need to hit enter. And then finally, the third way of doing this, which is probably the fastest way of doing it, is a very useful shortcut, which is just to hold down alt and tap equals at the same time. So I'm going to do this for the profits. I'm going to hold down alt and equals. And there you go. Excel will guess which numbers we want to add up. And normally if I'm sitting below a column or to the right of a row, it would choose that column or that row. So it doesn't always get it right, but most of the time it does. Enter. So I've summed up those three columns and then I could get myself a profit margin here for the total by calculating equal to the profits divided by the revenue. So that's my overall profit margin.

So that's equal sum, as I say, arguably the most straightforward Excel function, but clearly very useful because adding numbers up is what finance people like to do.