

Using the Sum Function in Excel

The Sum Function in Excel adds all the numeric values in a specified column(s) or row(s). This is the quickest way to find a sum.

Step 1: Select a column or row containing numeric values. For this example we will be using the Monthly Rent column from a worksheet.

Lease End	Monthly Rent	Security Deposit
2/8/2010	\$ 52,015	\$ -
NA	\$ 57,514	
7/1/2011	\$ 58,319	
NA	\$ 51,460	
8/7/2009	\$ 18,067	
7/31/2009	\$ 16,083	

\$ 4,833		8,188
=sum(
SUM(number1, [number2], ...)		

Step 2: At the bottom of the column, type the formula:

=sum(

Excel will prompt you to enter a range of cells into the formula.

Step 3: For this example we want the sum all values in the Monthly Rent column. Thus, we will select all cells in the column.



	Monthly Rent
10	\$ 52,015
A	\$ 57,514
11	\$ 58,319
A	\$ 51,460
19	\$ 18,067
19	\$ 16,083
10	\$ 15,280
ut	\$ 63,745
ut	\$ 77,763
16	\$ 57,946
A	\$ 29,730
A	\$ 29,730
	\$ 4,833
	=sum(K5:K17)

Step 4: After selecting the cells, hit your “Enter” key, and you’ll have the sum of all values in the column.

1A	\$ 29,730
	\$ 4,833
	\$ 532,485

Note: You can also omit values in the range to get a different sum. To do this, you will normally type in the formula & the range manually.

In this example below, cell K11 has been omitted.

