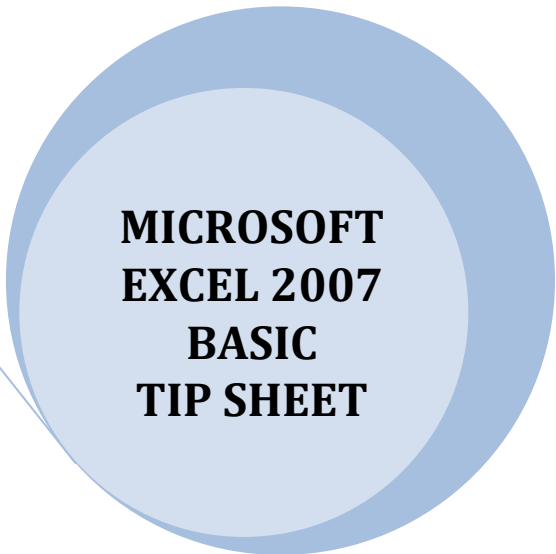


MS Excel - Calculating A Sum

From the Home tab, the **Autosum** button can be accessed to quickly total a column or row from a selected range. Click the down arrow to select other options as follows:

- Sum** = Totals the range.
- Average**=Calculates the average in the range.
- Count Numbers**=Counts the entries from the range – use **Count**.
- Max**=Selects the entry with the maximum value.
- Min**=Selects the entry with the minimum value.



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In the written formula examples below, choosing the range (B2:B5), what would your answers be for:

=sum(b2:b5) _____ =average(b2:b5) _____ =count(b2:b5) _____
=max(b2:b5) _____ =min(b2:b5) _____

