



February 7, 2013

Volume 60

[Subscribe](#) to **Amy's Biz Tips** e-newsletter.

[Archive](#) of Amy's Biz Tips.

These Tips Are Courtesy of [AAPK](#)

Excel - Summing Up the Numbers

How Consumers Use Social Media

You Have To Laugh

Recommend

Share

2 people recommend this. Be the first of your friends.

Share

Excel - Summing Up the Numbers

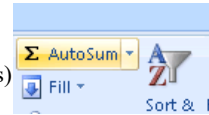
One of the main benefits of using Excel is its ability to calculate data. One quick way to add up a series of numbers is the use the Auto Sum formula (or the equation of =Sum).

The formula appears as =Sum(a1:a4), where a1..a4 would result in a total of cells a1, a2, a3, and a4.

There are two ways to access this formula – Auto Sum (E) or typing in the formula.

The **Auto Sum** icon appears on the menu bar in version 2003 and in version 2007 and above it appears on the Ribbon under the Edit area in the Home tab.

To initiate the Auto Sum – place your cursor in the cell below (if data is in rows) or to the right (if data is in columns) of where your data appears, click the icon and it will automatically choose the series of numbers above or to the right.



	A	B	C	D	E
1	1				
2	2				
3	3				
4	4				
5	=SUM(A1:A4)				
6	SUM(number1, [number2], ...)				
7					
8					

Hints:

- If your data is listed (with no empty cells in between) Excel will pick the first and last cell in the series to be totaled.
- If Excel doesn't pick all the cells you need, you can move the formula; click Shift and choose the cells you want or you can edit the formula manually.
- If you want to choose cells that aren't in a series, you can still use the Auto Sum. Click the icon and then click on the first cell, hit comma (,) and click the next cell, then hit comma, keep going this until you have chosen all your cells and hit enter. Your formula will look something like this: =Sum(a1,b3,d5).

Typing in the formula is another way to create a summation. You can begin the formula by typing "=sum(" and then highlight the series of cells or type in the cells or use the method mentioned above to choose data not in a series.

Try these tricks for yourself and if you have projects that involve Excel or another Office program contact us at info@aapk.com

Amy's Biz Tips are brought to you by AAPK who can also help you with:

- [Excel, Word and PowerPoint](#)
- Web Design
- Content Management Web Sites
- Graphic Design
- Print Design
- Social Media Marketing
- Creative Marketing Ideas

Amy's Biz Tips are brought to you by AAPK who can also help you with:

- [Excel, Word and PowerPoint](#)
- Web Design
- Content Management Web Sites
- Graphic Design
- Print Design
- Social Media Marketing
- Creative Marketing Ideas

How Consumers Use Social Media

Want to know what other B2B marketers are doing about Social Media and Content Marketing? A recent study has been released on The State of B2B Content Marketing in North America. It's very interesting information that shows how B2B marketers are using content marketing techniques and the challenges they are dealing with.

You can see results including what are the top social media sites where they post content (Guess who's in the #1 position – you may be surprised), what their content challenges are and what how much are others budgeting for content marketing. See the full article by Marketo [here](#).

If you need help getting started with your social media campaign – we can help. Contact us at info@aapk.com

You Have To Laugh

Funny Video: Take a trip inside the International Space Station - <http://andrewsullivan.thedailybeast.com/2013/01/i-havent-sat-down-in-six-months-now.html>

[Unsubscribe](#) from Amy's Biz Tips e-newsletter.

[Home](#) [Web Design](#) [Social Media](#) [Print Media](#) [Consulting](#) [About AAPK](#)

Contact us - 203-305-3124 or at info@aapk.com

AAPK - 45 Shadyside Lane, Milford, CT 06460

AAPK © 2015