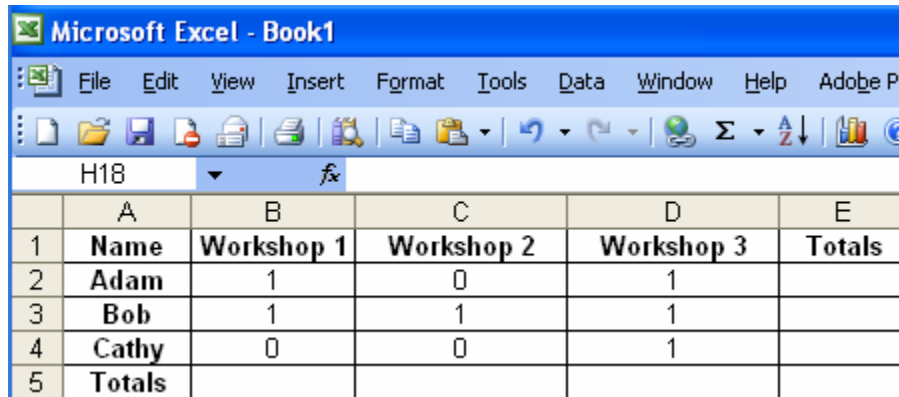


Title: Excel – Functions – Sum



Purpose: This document describes how to use the Sum function in Excel. The example which follows describes the Sum function in the context of calculating frequency counts.

Steps:

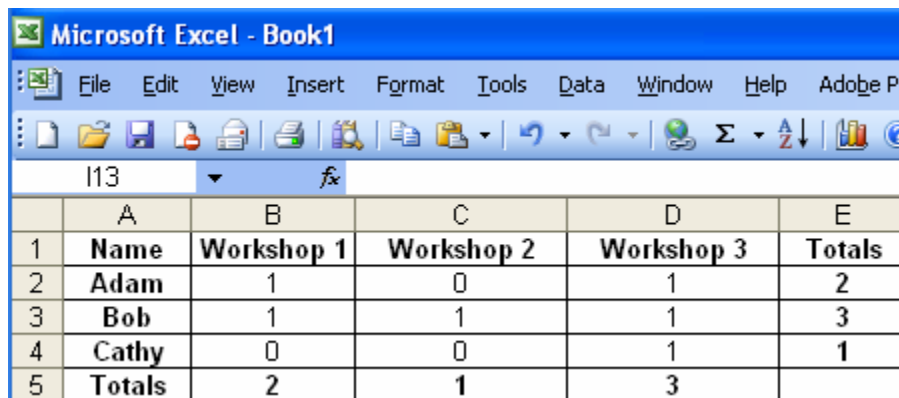
1. Create an Excel spreadsheet that contains appropriate column headers (fields) and row entries (records), as shown in the table below. In the example below, an entry of “1” indicates that an individual attended a specific workshop, whereas an entry of “0” indicates that an individual did not attend a specific workshop.



	A	B	C	D	E
1	Name	Workshop 1	Workshop 2	Workshop 3	Totals
2	Adam	1	0	1	
3	Bob	1	1	1	
4	Cathy	0	0	1	
5	Totals				

2. To calculate the total attendance for each individual (each record) do the following:
 - a. Highlight the cells that will contain these totals. In the example above, this would be cells E2, E3, and E4.
 - b. Click on the **AutoSum** button which looks like this: .
3. To calculate the total attendance for each workshop (each field) do the following:
 - a. Highlight the cells that will contain these totals. In the example above, this would be cells B5, C5, and D5.
 - b. Click on the **AutoSum** button which looks like this: .

Your spreadsheet should now contain frequency totals as shown in the figure below.



	A	B	C	D	E
1	Name	Workshop 1	Workshop 2	Workshop 3	Totals
2	Adam	1	0	1	2
3	Bob	1	1	1	3
4	Cathy	0	0	1	1
5	Totals	2	1	3	