

## Lesson 2-10: Use AutoSum to sum a non-contiguous range

In the previous lesson, you learned how to view the sum of January and March sales using the status bar. But how can you put that value onto the worksheet?

Now that you have the hang of selecting non-contiguous ranges you can use this in conjunction with your AutoSum skills to create a formula that will calculate the total of a non-contiguous range.

- 1 Open *First Quarter Sales and Profit-4* from your sample files folder (if it isn't already open).
- 2 Enter the text **Jan/Mar Sales** in cell A10 and press the <Tab> key.


The active cell moves to cell B10.

- 3 Re-size column A so that it is wide enough to contain the text.
  1. Hover over the line separating the letters A and B until you see the re-size cursor shape:



2. When you see this shape, keep the mouse still and click and drag to the right. Column A will re-size as you drag. Make it wider so that the words *Jan/Mar Sales* comfortably fit in the column:

	Jan	Feb	Mar	T
3				
4	New York	22,000	29,000	19,000
5	Los Angeles	42,000	39,000	43,000
6	London	18,000	20,000	22,000
7	Paris	35,000	26,000	31,000
8	Munich	12,000	15,000	13,000
9	USA Sales	64,000		
10	Jan/Mar Sales			

- 4 Click Home→Editing→  (the AutoSum button).

An AutoSum appears in cell B10 but it isn't anything like what we want yet. It guesses that we simply want to repeat the value in the USA Sales cell.

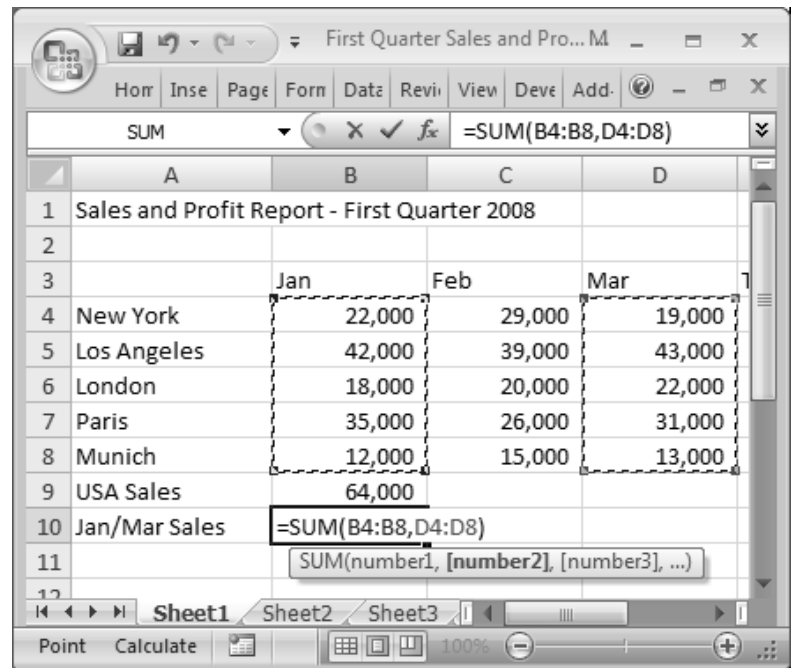
8	Munich	12,000	15,000	13,000
9	USA Sales	64,000		
10	Jan/Mar Sales	=SUM(B9)		
11				


- 5 Select the range B4:B8 with the mouse.

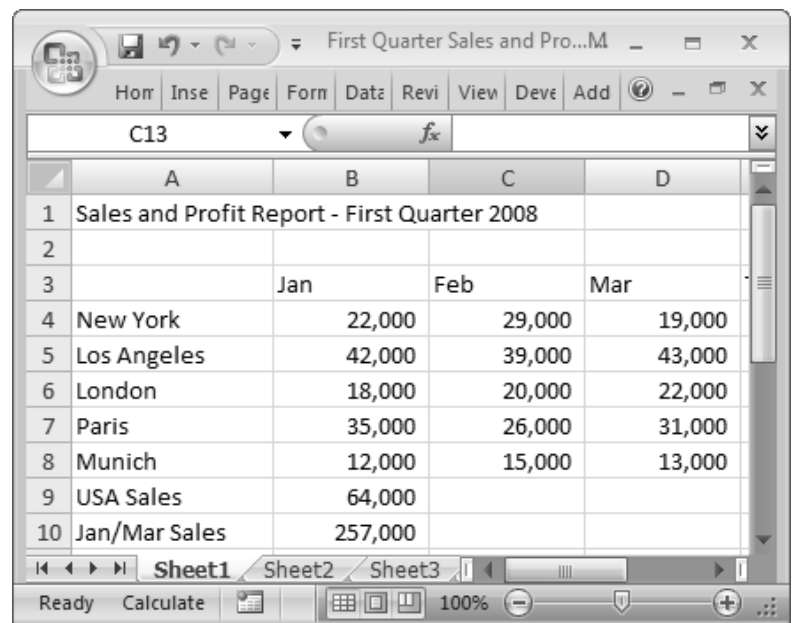
**First Quarter Sales and Profit-4**

- 6 Hold down the **<Ctrl>** key and select the range D4:D8 with the mouse.

Notice that the non-contiguous range **B4:B8,D4:D8** is shown in the AutoSum's formula:



- 7 Press the **<Enter>** key or click the AutoSum button  again to view the sales for January and March in cell B10.



- 8 Save your work as *First Quarter Sales and Profit-5*.