

METHOD

To enter the @SUM function by typing:

1. Select the cell where the @SUM function results are to appear.
2. Type @ to designate the entry as a function.
3. Type SUM
4. In the parentheses, type the appropriate block coordinates, separating the beginning and ending arguments with two periods.
5. Click the Enter button.
or
5. Press ENTER

EXERCISE

In the following exercise, you will total row 11 using the @SUM function.

1. Select cell F11
2. Press **SHIFT+2** (@ sign)
3. Type **SUM**
4. Press **SHIFT+9** (left parenthesis)
5. Type **C11..E11**
6. Press **SHIFT+0** (right parenthesis)
7. Click the Enter button

The @function is activated in the input line.

The function is entered and the result appears in cell F11. Your spreadsheet should resemble Figure 2-5.

END