

## Using the QuickSum Button

The most efficient way to total a group of cells is by clicking the QuickSum button on the Toolbar. QuickSum automatically totals the values of a specified block. You can use it to total a single row or column, or to total multiple rows or columns simultaneously.

### METHOD

To use the QuickSum button:

1. Select the block that includes the data to be totaled, plus a blank cell (or cells) beneath or to the right to contain the results.
2. On the Toolbar, click the QuickSum button.

### EXERCISE

In the following exercise, you will use the QuickSum button to sum columns D through F.

1. Select the block D7 through D12
2. On the Toolbar, click the QuickSum button *The column total appears in cell D12.*
3. Select the block E7 through E12
4. On the Toolbar, click the QuickSum button *The column total appears in cell E12.*
5. Select the block F7 through F12
6. On the Toolbar, click the QuickSum button *The column total appears in cell F12.*
7. Compare your results with Figure 2-8

END