

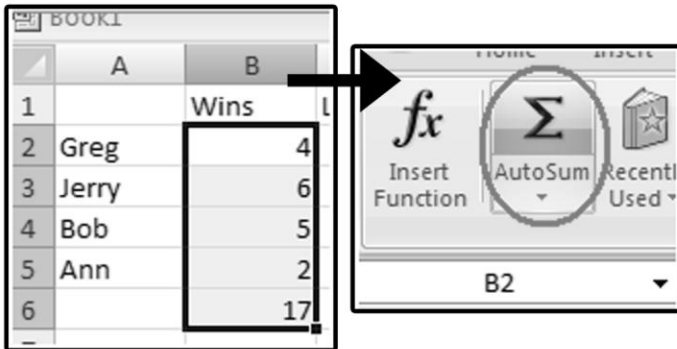
GRAB IT!

QUICK SOFTWARE SOLUTIONS

Excel 2007

How to use Auto Sum and other Functions

- 1) Click and drag your mouse over the desired cells.
- 2) Click Formulas from the Ribbon bar, and then click AutoSum.



- 3) To use other functions, click Insert Function
- 4) You can find the Function you need by looking through the list, or by the Search Function.
- 5) Click the Function you want, and enter the appropriate data for the specific function.

NEED HELP? CALL THE HELP DESK: 610.436.3349