



Module 2 : Add

2.1 Introduction

In Excel, you can easily add numbers in cells, just as you would with a calculator.

You can do this by selecting the cell where you want the product to appear.

There are two important elements you cannot forget: First, it is important that you put the equals sign (=) before the operation. Second, the sign to add is the plus (+). Place the plus between the two numbers or cell references you want to add, and press enter.

The second way to add numbers in Excel is by using the SUM function in a formula. This is most useful when you have a lot of numbers to add up, or if you have ranges of numbers to add.

To use this, type the formula: **=SUM(number1,number2)** Press Enter

You can use as many inputs as you would like for this function.

2.2 Video Instruction

How to Add in Excel - 2m51s

2.3 Task

Estimated Time: 10 minutes

Download the worksheet that accompanies this video by clicking below. Once downloaded, practise adding in Excel using the video above as a reference.

[Download Worksheet](#)

Option #2: Worksheet without formula

[Download Worksheet](#)

More Practice

Don't forget the additional exercises available via links provided in Module 1 Introduction - Worksheets and Exercises for Completion.

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