



Module 8 : Running Totals

8.1 Running Totals

The running total, also called a running count, allows you to watch the number of items in a table add up as you continue to enter new items.

To use the Running Total function, your table or worksheet should have at least, in general, a column with a description (like the description of a transaction), a column with numerical data to which you want to apply the running total (like deposits and withdrawals or product value), and the destination column, where the running total output information will go (which could be a total balance or an inventory value total).

To explain the process, let us take an example: the total number of items in an inventory.

First, click the first blank cell in the column where you want the running total.

Type the following formula: **=SUM(First value cell:Current value cell)**

For example, =SUM(\$C\$2:C2). The \$ means that the value will not shift once you copy the formula; it will always be fixed and refer to that row or column.

Copy the formula into all cells of the running total column, and it will automatically calculate the running total of items in inventory.

If you do not want to manually type in the dollar signs to fix the column/row, you can click on the relevant part of the formula and press F4 (depending on the keyboard, you may need to press Fn and F4 together, or Command T on a Mac). Each time you press F4, it will change where the dollar signs are placed, eventually going back to the original formula with no dollar signs.

8.2 Video Instruction

How to do Running Totals in Excel - 1m46s

8.3 Task

Estimated Time: 10 minutes

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

[Download Worksheet](#)

Option #2: Worksheet without formula

[Download Worksheet](#)

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