

TOTAL WITHOUT USING A FORMULA

Problem: Your manager calls on the telephone and asks for the total sales of a particular product. You need to quickly find a total. Is there a faster way than entering a formula?

Strategy: The QuickSum indicator in the status bar will show the total of the highlighted cells. With your manager on the phone, highlight the numbers in question, as shown in Fig. 240.

	A	B
1	Item	Total
2	ABC	288
3	ABC	122
4	ABC	281
5	DEF	213
6	DEF	204
7	DEF	274
8	GHI	256
9	GHI	178
10		

Fig. 240

Result: As shown in Fig. 241, the QuickSum indicator in the status bar at the bottom of the screen will show that the total of those three cells is 691.

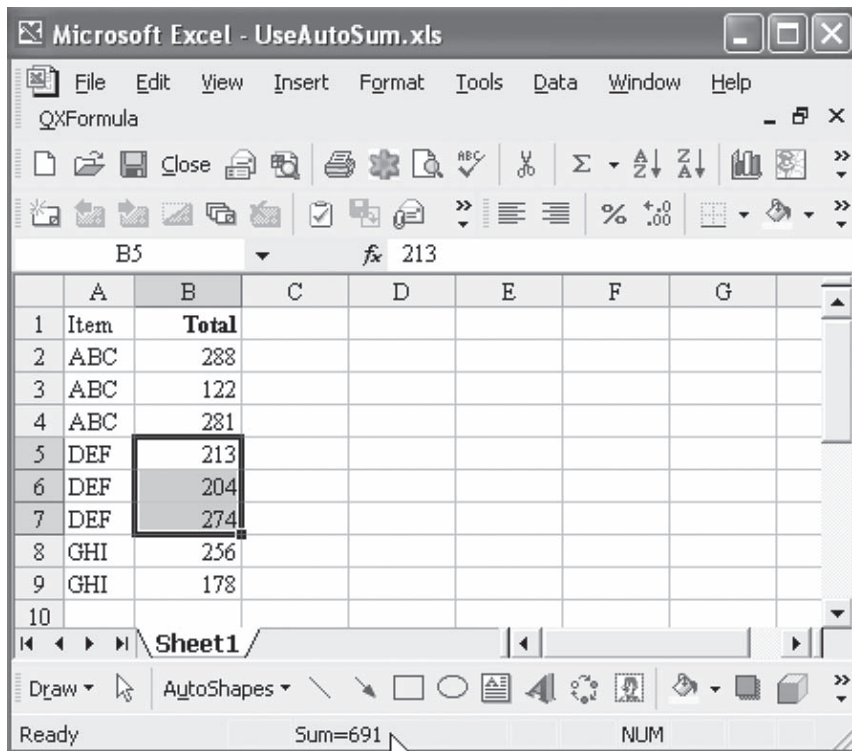


Fig. 241

Additional Information: It is possible that you have turned off the status bar. If the status bar is not visible at the bottom of your screen after selecting a range of numeric cells, select View – Status Bar from the menu, as shown in Fig. 242.

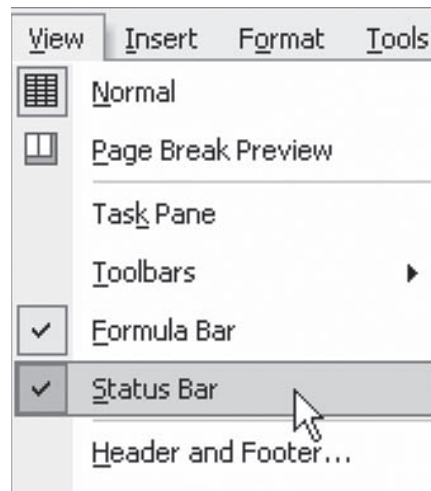


Fig. 242

Gotcha: If one of the values that you select is text, the status bar will show the total of just the numeric entries, as shown in Fig. 243.

	A	B	C
1	Item	Total	
2	ABC	288	
3	ABC	122	
4	ABC	281	
5	DEF	213	
6	DEF	204	
7	DEF	274	
8	GHI	256	
9	GHI	178	
10			
11			

Sheet1

Ready Sum=691

Fig. 243

However, as shown in Fig. 244, if one of the highlighted cells is an error such as #N/A, then the status bar total will not appear.

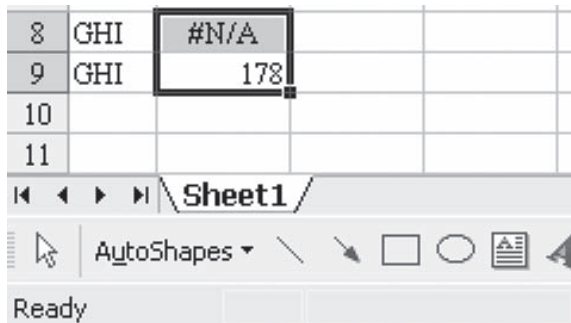


Fig. 244

Summary: The QuickSum feature in the status bar will show the total of selected cells.

Commands Discussed: View – Status Bar

COUNT, AVERAGE, ETC. WITHOUT USING A FORMULA

Problem: Your manager calls on the telephone and asks for the average price of a particular product. You need to quickly find an average of the prices in Fig. 245. Is there a faster way than entering a formula?

	A	B	C
1	Item	Store	Total
2	Coke Case	Giant Eagle	5.99
3	Coke Case	Acme	5.99
4	Coke Case	Fishers	5.45
5	Coke Case	Marc's	4.99

Fig. 245