

# Excel Never's

By Dick Evans

	A	B
1	Item	Qty
2	Ceral	1
3	Bread	4
4	Milk	3
5	Apple	7

Never left or center align column headers over numeric cells

To format the data, select the entire column, on the formatting toolbar click Comma Style, and then on the same toolbar click right align.

The screenshot shows the Excel interface. The formula bar at the top displays the formula `=B2+B3+B4+B5+C12`. Below it, a spreadsheet is visible with columns A through F and rows 1 through 6. Column A contains the headers 'Item' and 'Qty'. Column B contains the values 1, 4, 3, and 7 for rows 2 through 5. Cell B6 contains the value 15, which is the sum of the values in B2 through B5. The formula bar also shows the active cell address B6.

	A	B	C	D	E	F
1	Item	Qty				
2	Ceral	1				
3	Bread	4				
4	Milk	3				
5	Apple	7				
6		15				

Never use ++++ to add up a range of cells. Addition is used to sum two cells or non-adjacent cells.

When adding up a range of adjacent cells, the best approach is to use the SUM function. There is a button on the standard toolbar and you can use the keyboard shortcut Alt+=

	A	B
1	Item	Qty
2	Ceral	1
3	Bread	4
4	Milk	3
5	Apple	7
6		

Select the cell under or to the right of the range to be summed, then on the standard toolbar click AutoSum (or press Alt+=)

The screenshot shows the Excel spreadsheet from the previous image. A dashed blue selection box is drawn around the range of cells B2 through B5. Cell B6 is selected, and the formula bar at the top shows the formula `=SUM(B2:B5)` being entered.

	A	B
1	Item	Qty
2	Ceral	1
3	Bread	4
4	Milk	3
5	Apple	7
6		=SUM(B2:B5)

The function is added to the cell with the range of the adjacent cells. Confirm the automatic selection, and then press Enter. The resulting value will appear in the cell.

	A	B	C	D	E
1	Item	Qty			
2	Ceral	1			
3	Bread	4			
4	Milk	3			
5	Apple	7			
6		15			

The formula bar contains the code behind the value.

Never use SUM for anything other than adding up adjacent cells.

=SUM(B2\*C2) or =SUM(B2/C2) or =SUM(B2,B3,B4,B5) will work but are incorrect. They should read =B2\*C2 or =B2/C2 or =SUM(B2:B5)