To create a total, you can use the SUM function. You provide it with a range of cells you want to sum. Here's an example spreadsheet showing money received.

	A	B	C
1	Category	Sale Value	Received
2	Cutlery	346	Jun-22
3	Crockery	480	Jun-22
4	Cookware	251	May-22
5	Crockery	432	Aug-22
6	Cookware	284	Jul-22
7	Cutlery	423	Jun-22
8	Cookware	439	Sep-22
9	Cleaning	410	May-22
10	Cutlery	510	Apr-22
11	Cleaning	402	Aug-22
12	Total	3977	

- To create the total in cell B12, you can enter =SUM(B2:B11) into cell B12. You can type in the cell range, or you can select the range using the mouse after you type the opening parenthesis in the formula.

- You can also use the Autosum button on the Home tab of the ribbon. Put your cursor in cell B12 then click the Autosum button. It will enter the SUM formula and automatically select the range.

- Even quicker: use the keyboard shortcut. Click on cell B12 and then press Alt + = to enter the SUM formula and automatically select the range.

- You can also use this shortcut and the Autosum button to total cells to the left in the current row.