



## **Lab 68 – Insert and configure total rows**



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Adding a Total Row to your Excel table is useful for several reasons:

### Quick Summarisation

Automatically calculates totals, averages, counts, or other statistics without needing manual formulas.

### Saves Time

No need to write complex formulas; Excel provides built-in functions for common calculations.

### Dynamic Updates

The total row adjusts automatically when new data is added or removed.

### Enhances Data Analysis

Helps in tracking sums, averages, or other key metrics in reports and dashboards.

### Professional Presentation

Makes tables look structured and easier to interpret, especially in reports.

## Lab Purpose:

In today's lab we will look at how to add a total row to your table.

## Lab Tool:

This lab requires access to Microsoft Excel 365.



## Lab Walkthrough:

### Task 1: How to add and configure a total row to your table.

This will add additional customisable options to your tables.

#### Instructions

1. Go to the 'Table Design' tab.
2. In the 'Table Style Options' group, check the 'Total Row' box.
3. A new row will appear at the bottom of the table with a total in the last column.
4. Click on any cell in the 'Total Row' under the column you want to summarize.
5. A drop-down arrow will appear. Click it to see calculation options:
  - Sum – Adds up all the values in the column.
  - Average – Finds the average of the values.
  - Count – Counts the number of entries in the column.
  - Min/Max – Shows the smallest or largest value.
  - More Functions – Opens a list of additional Excel functions.

The screenshot shows the Excel 'Table Design' tab. The 'Table Style Options' group has the 'Total Row' checkbox checked. A table is displayed with columns: Date, Time, Product, Quantity, Price, and Total Sales. The table data is as follows:

Date	Time	Product	Quantity	Price	Total Sales
01/02/2025	11:55	Printer	2	1,223.00	2,446.00
06/03/2025	20:48	Keyboard	6	552.00	3,312.00
07/03/2025	19:36	Printer	5	1,764.00	8,820.00
08/03/2025	10:58	Monitor	1	775.00	775.00
20/03/2025	07:29	Monitor	8	832.00	6,656.00
26/03/2025	05:56	Laptop	9	1,664.00	14,976.00
12/03/2025	12:24	Monitor	6	1,255.00	7,530.00
26/03/2025	14:15	Printer	8	36.00	288.00
24/02/2025	18:51	Printer	4	1,131.00	4,524.00
25/02/2025	09:11	Laptop	1	436.00	436.00
12/03/2025	05:41	Mouse	9	1,854.00	16,686.00
05/04/2025	19:35	Keyboard	5	734.00	3,670.00
<b>Total</b>					

The 'Total' row is selected, and a dropdown menu is open, showing calculation options: None, Average, Count, Count Numbers, Max, Min, Sum, StdDev, Var, and More Functions.