

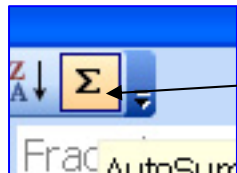
AutoSum in Word: making an invoice that adds itself up automatically (tested on Microsoft Word 2003)

For simple invoices which don't require their own embedded Excel table.

You can make simple invoices in Word where the sums in a column or row are added together automatically, or where other basic calculations are made, using AutoSum¹. Here is an example:

Item	Price per item (in euro)	No. of items	= Cost
Socks	5.00	2	10.00 €
Ties	10.00	3	30.00 €
Total cost:			40.00 €

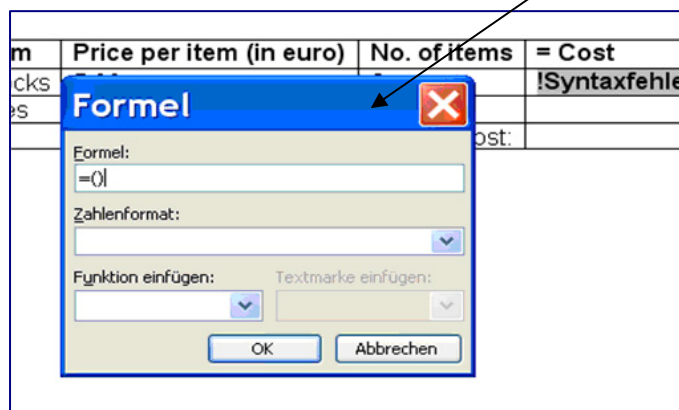
How to use AutoSum



1. Place your cursor in the table at the spot you want to put the calculation, then press the Σ (AutoSum) symbol in the Tables and Borders² toolbar. A grey field will appear with a number, or perhaps "Syntax error" or some other error message in it.

No. of items	= Cost
2	[Syntaxfehler,)
3	
Total cost:	

2. Place your cursor on this grey field and select Table/Formula³. The "Formula" window will appear.



3. In this window, the "Formula" box is for the kind of action (multiply, divide, etc.: see detailed instructions below). The "Paste function"⁴ box helps you to do this. The "Number format"⁵ box is to select how you want the numbers to look (€26.50 or €26, for example).

¹ AutoSumme – Somme automatique

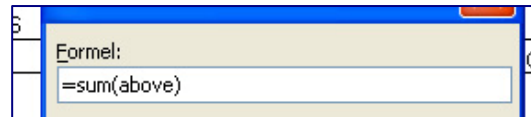
² Tabellen und Rahmen – Tableaux et bordures

³ Tabelle/Formel... – Tableaux et formules

⁴ Funktion einfügen – Insérer la fonction

⁵ Zahlenformat – Format

"Formula" box



Here you write in the action which is to be carried out. Some examples are:

=sum(above)
 =sum(left)
 =sum(right)
 =sum(below)

Adds up all the numbers in the cells above/to the left/to the right/below the cell.

=average(above)

Shows the **average** of all the numbers in the cells above.

=count(above)

Counts the number of cells which have numbers in them above that point.

=max(above)

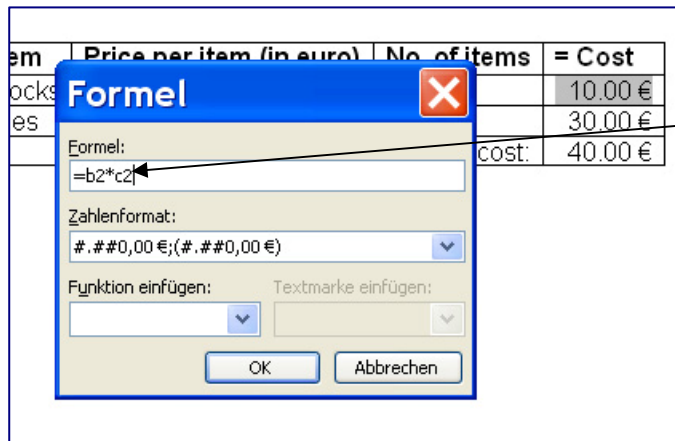
Shows the **largest number** in the cells above

=min(above)

Shows the **smallest number** in the cells above

You can type these actions in yourself or select them from the drop-down list under "Paste function".

You can also do **multiplication** as follows:



The * is the sign for multiplication. You need to know the **cell reference number** (e.g. A1) to select which cells to multiply.

=b2*c2

=b3*c3

Item	Price per item (in euro)	No. of items	= Cost
Socks	5.00	2	10.00 €
Ties	10.00	3	30.00 €
Total cost:			40.00 €

Cell reference number: the columns are A, B, C and D (etc.) and the rows are 1, 2, 3 and 4 (etc.). So the cell with "Ties" in it above is cell A3.

A1	B1	C1	D1
A2	B2	C2	D2
A3	B3	C3	D3
A4		B4	

Cell reference numbers are also used for **division, subtraction and addition**:

=b2-b3

Subtracts the number in B3 from that in B2

=b2/b3

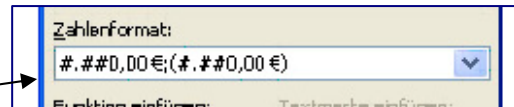
Divides the number in B2 by that in B3

=b2+b3 or =sum(b2:b3)

Adds the numbers in B2 and B3 or from B2 to B3

"Number format" box

Choose what you want the numbers to look like from the drop-down list.



Showing the results of the calculation

When you have filled in the "Formula" box and selected the format, click "OK" to close the Formula window. If the numbers are not right or the error message is still there, right-click on the grey area and select "**update fields**"⁶ to make the field carry out its function. You will need to do this every time you change a number in one of the cells.

Example: creating an invoice with VAT

Make an invoice that automatically calculates VAT:

Service	Number of lines	Price per line (euro)	= price
Translation of document "RT 400C.doc"	56	1.10	61.60 €
Translation of document "RT401C.doc"	87	1.10	95.70 €
Subtotal			157.30 €
+19% VAT			29.89 €
Total			187.19 €

To create this invoice, write the following in the "Formula" box for each cell:

Service	Number of lines	Price per line (euro)	= price
Translation of document "RT 400C.doc"	56	1.10	=b2*c2
Translation of document "RT401C.doc"	87	1.10	=b3*c3
Subtotal			=sum(above)
+19% VAT			=b4*0.19
Total			=sum(b4:b5)

If there are more rows or columns in your table than in the one above, you will need to change the cell reference numbers (e.g. B2) – see Page 2. Don't forget to change the VAT rate to that in your country (e.g. for a 12% VAT rate write =b4*0.12). When you have finished, or changed any of the numbers, right-click on each grey field and select "update fields" to make the calculations.

⁶ Felder aktualisieren – Mettre à jour les champs