

## Principles of Costing Tutorial Update

2021 Printing

**Following an amendment by AAT to the assessment, the section entitles 'SUM' function on pages 138 - 139 should be replaced with:**

'SUM' function

We can use 'functions' that are built into the software to simplify some formulas. The 'SUM' function is

used to total the content of a number of cells.

The SUM function is used as follows. The equal sign is followed by 'SUM' and this is followed by brackets containing the first and last cell references in the range of cells to be added, separated by a colon

':'

This means that: =SUM(B3:B5)

will give the same result as =B3+B4+B5

The range of cells can be based on either a column or a row of cells, and the addition will incorporate all

the cells in between the first and last cell in the range as identified in the brackets. This is usually the preferred method of adding a range of cells.

Be very careful when using this and other formulas to follow the format exactly. In particular:

- Do not incorporate unnecessary spaces.
- Do not use commas.
- Use only round brackets as illustrated, not square brackets [ ] or curly brackets { }.
- Do not use the data in the cell (for example a number) instead of the correct cell reference, and do not

incorporate any unnecessary cell references.

- Do not use unnecessary + or – signs.
- Do not incorporate unnecessary zeros into cell references. For example, cell B3 should not be shown

as cell B03.

- Use only the types of formulas that are explained and illustrated in these pages.