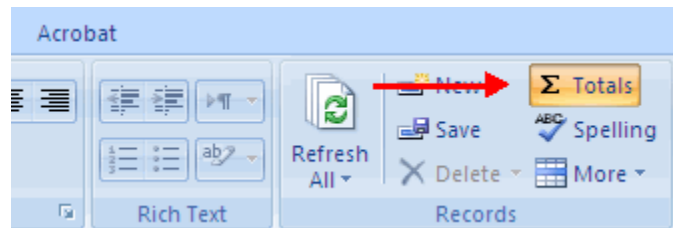


Totals

The totals button provides you the opportunity to add a totals row to your database. The total can be the sum, average, a count, minimum, maximum, standard deviation, or the variance. To set up a totals row:

- Click the **Totals** button on the Home tab



- Click the down arrow of the cell where you want the totals
- Click the appropriate choice

