THE PRODUCTIVE INDIE FICTION WRITER WORKBOOK

BOOST YOUR WORDCOUNT AND GET CONTROL OF YOUR INDIE CAREER



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ABOUT TRACY COOPER-POSEY

Tracy is a prolific indie fiction writer with over 200 titles published, written under three pen names, and stretching across the popular fiction spectrum. Her books have been nominated four times for Book Of The Year. Tracy won the award in 2012, and a SFR Galaxy Award in 2016. She has been a national magazine editor and for a decade she taught romance writing at MacEwan University.

She is the owner and sole content writer of *The Productive Indie Fiction Writer* blog, the publisher at Stories Rule Press, manages the content for four author sites, and is the editor of a city magazine and website. The Productive Indie Fiction Writer book was the first of her non-fiction books for writers.

She is addicted to Irish Breakfast tea and chocolate, sometimes taken together. In her spare time she enjoys history, Sherlock Holmes, science fiction and ignoring her treadmill. An Australian Canadian, she lives in Edmonton, Canada with her husband, a former professional wrestler, where she moved in 1996 after meeting him on-line

About The Productive Indie Fiction Writer Workbook

Boost Your Wordcount and Get Control of Your Indie Career

The companion workbook to the massive *The Productive Indie Fiction Writer!*

Once you have completed the projects in this workbook, you will have a set of tools that can form the core of your indie business, including a word count log, a writing schedule, a production schedule and sales sheets to record the fruits of your labors; book sales.

There is also a quiz to help you figure out if you need to use a pen name...or not. There is a checklist to keep your backlist up to date, fresh and of interest to readers who discover you.

You can complete these projects even if you've never opened a spreadsheet before. Tracy will walk you through the basics, so that you can design the tools to work for *you*.

Gain twenty years of Tracy's experimenting and learning as an indie author, compacted down to these essential indie projects. Develop tools you can use to drive your indie fiction writing business.

Writing, Research & Publishing Guides | Publishing & Books | Authorship

Praise for Tracy's The Productive Indie Fiction Writer

For writers who are newer in their careers this is a great way to build in good habits from the start. For those further along the path, I have no doubt there's something within the pages that will strike a cord that can improve productivity.

It stands as a comprehensive compendium of knowledge, presented with remarkable accessibility by an author genuinely committed to sharing her experiences. The ultimate goal? To empower writers to achieve financial independence through their novels while leading their best lives. It comes with my highest recommendation!

...her generous desire to share her hard-won experience resonates in every chapter. She wants every writer to succeed and sums up her philosophy with this succinct encouragement: "You haven't failed until you quit."

The Productive Indie Fiction Writer Workbook

Indispensable tools to build your indie fiction business



BY
TRACY COOPER-POSEY



INTRODUCTION

This is a companion workbook to the massive *The Productive Indie Fiction Writer* book.

Once you have completed the projects in this workbook, you will have a set of tools that can form the core of your indie business, including a word count log, a writing schedule, a production schedule and sales sheets to record the fruits of your labours; book sales.

There is also a quiz to help you figure out if you need to use a pen name...or not.

There are spreadsheets to record writing sprints, and a checklist to keep your backlist up to date, fresh and of interest to readers who discover you.

I don't spend a lot of time explaining how to apply these tools, or why you should, because all that information is in *The Productive Indie Fiction Writer*. While that book provides the theory, this book provides the practical.

I tried very hard in *The Productive Indie Fiction Writer* to not geek out too much and overwhelm authors who quail at the idea of math, and for whom opening a spreadsheet is a challenge.

I can't avoid that in this workbook, so one of the first things you'll come across is a Spreadsheet 101 series of exercises designed to walk you through some of the basics of using spreadsheets, along with a helpful mindset for dealing with them.

Can you build these tools and do the work without spreadsheets? Yes! Absolutely. You can use pencil and paper, ruler and calculator, and manage your writing career that way. I've provided pages of blank tables that can be copied and used in just this way.

I would suggest you use a pencil for these projects, so that you can erase and rework the calculations, quizzes, etc., in the future—this will give you a sense of progress and improvement.

Or you can copy the sheets and write only on the copies. This will let you keep historical records of how your business and your mindset has changed over time.

Above all, don't be intimidated by any of this.

I was not a STEM student. I got my highest grade for English, and I don't have a degree. I taught myself step by painful step what I'm about to walk you through now. You will get twenty years of my experimenting and learning compacted down to whatever time it takes you to get through the projects--without all the failed experiments and dead ends, scrapped "great ideas" and other timewasters I've experienced.

And you'll end up with tools that you can use exactly as is, or adapt to suit your indie fiction writing business.

So let's get on with it.

EQUIPMENT & APPS

The bare bones minimum you will need to use the workbook is a copy of *The Productive Indie Fiction Writer*, some paper, a pencil and an eraser. You might find a calculator useful (your phone has one).

The Productive Indie Fiction Writer provides all the background information on how these tools can help your business, and why you should use them.

This book will show you how to make them.

There are other ways to use the book, beyond pencil and paper.

PDF Edition

The PDF version is the only ebook edition of this workbook. If you've purchased the PDF version, I would strongly recommend that you read it on a large screen.

Copy and bind

You might choose to copy various pages of the workbook, and use the copies as your actual worksheets, which you can bind and keep, or crumple and toss, as you wish.

There are blank worksheets throughout the book which you can copy and use.

Work Electronically

If you're reading the PDF version of this book, and depending upon the PDF reader you're using, you might be able to add your data straight onto the tables that I provide.

If you're comfortable with technology, or would like to be, you can work purely in digital mode. A basic text editor or electronic notebook can be used in the place of pencil and paper to record your thoughts.

You can also build your own spreadsheets and other tools as you go along, as I will be providing full instructions on how to do that.

Apps you'll find useful

Spreadsheet software

(The spreadsheet software you're already using, or, Microsoft Excel, Google Sheets, LibreOffice Calc, Apple OS Numbers, etc.)

Task Manager

(The task manager you're already using, or, ToDoist.com, Microsoft To Do, Microsoft Tasks, Google Tasks, etc.)

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Text Editor/Notetaking app

(The word processor or notetaking app you're currently using, or Microsoft Word, Microsoft OneNote, Google Text, LibreOffice Writer, Notion, etc.)

The apps I use.

The step by step instructions in these projects are specific to Microsoft Excel. It is impossible to provide instructions for every type of software out there—this workbook would be thousands of pages long, if I did.

But I will provide concepts for each step that go along with the Excel instructions, so that you can look up the exact directions in the help files of your particular software.

Excel can be purchased as a standalone product, or as part of the Microsoft Suite of applications. You can pay a monthly subscription, or a one-time purchase fee.

Any of the alternatives I listed in "Spreadsheet Software", above, will have very similar, if not identical, features and functions, but they may be named differently.

If your budget doesn't stretch to Excel, the LibreOffice suite is free (and it's not the only open source spreadsheet software, either).

SPREADSHEETS 101

If you know the basics of using spreadsheets; if you can open and save one, enter data, and do basic calculations with that data, you could skip this section and move on to the first project, "Build A Writing Routine."

If you do not plan to use spreadsheets for any of these projects, but instead utilize analogue tools, then you can also skip ahead.

This section, "Spreadsheets 101" is for authors who have never opened a spreadsheet in their life (or have, but didn't have a clue what to do with it after that). It's for authors who want to learn how to use spreadsheets.

Acquire spreadsheet software

If wanting to learn to use spreadsheets describes you, then you will first need to acquire spreadsheet software.

Excel can be purchased as a standalone product, or as part of the Microsoft Suite of applications. You can pay a monthly subscription, or a one-time purchase fee. This is the application I use, and all the examples in this book are from Excel.

Any of the alternatives will have very similar, if not identical, features and functions, but they may be named differently.

•	Google Sheets	[https://www.google.ca/sheets/]
•	Apple Numbers	[https://www.apple.com/us/numbers/]
	Smartsheet	[https://www.smartsheet.com/]
•	Airtable	[https://www.airtable.com/]
•	Rows	[https://rows.com/]
•	Gigasheet	[https://www.gigasheet.com/]
	Stackby	[https://stackby.com/]
•	Zoho Šheet (Free)	[https://www.zoho.com/sheet/]
•	LibreOffice Calc (Free)	[https://www.libreoffice.org/]
		[https://ethercalc.net/]

Spreadsheet Syndrome

Does the idea of working with spreadsheets make your heart sink? Let me ask you a question: What is this?

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Amazon	33	24	56	74	44	28	21
Barnes & Noble	2	4	9	5	7	12	3
Draft2Digital	11	23	34	15	27	31	25
Google Play Books	16	56	73	101	34	87	91
iTunes (Apple)	98	77	69	58	82	94	116
Kobo	3	12	22	32	23	31	33

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It's a table. Yeah. There's column headings across the top and row headings down the side. At its most basic, that's a spreadsheet, too.

When you look at either a spreadsheet or a table, you're looking at them in the same way.

You read the headings of the rows, to figure out what information is listed, then you read down the rows to see the unique values (information) for each record (row).

Where the two differ, though, is that instead of you doing all calculations manually and writing them into each row, the spreadsheet does it automatically.

So in the table, to the left, instead of adding each sales figure for Monday and adding a total at the bottom of the column, you can tell the spreadsheet to do that addition for you (the function is called "summing").

The spreadsheet does this automatically, once you have told it how to make the calculation. Any changes you make to the individual figures in the row will instantly change the sum at the bottom.

Most of the projects in this workbook use spreadsheet software, which means you can go 100% digital if you want (I do).

You can absolutely make these tools analogue. Copy the blank sheets and manually calculate each column. But manually calculating the tables does take a lot of extra time. And you'll be copying data from sheet to sheet a lot.

But it is absolutely your prerogative to use pencil and paper if you wish.

Start from scratch.

You might be wondering why I don't offer you a link to download pre-made spreadsheets.

If you're familiar with *The Productive Indie Fiction Writer* site, you may know that when you sign up for the email list, you actually receive Excel templates for a writing work log and a production schedule.

There's a few reasons I'm not going to suggest using that shortcut here:

Those sheets are out of date

I built those spreadsheets *years* ago. The versions I use these days have been refined and tweaked and in the case of the production schedule, have been completely reworked.

I will be showing you how to build the versions I'm using now, with all their refinements.

You might not want to use Excel

The samples I provide to new email subscribers are Excel spreadsheets, my software of choice. You might not use Excel, or might not want to.

Learning to build them means you know how to fix them

It is inevitable that at some point, the spreadsheets might stop working properly. Errors could be introduced, or you accidentally delete a formula and suddenly, the entire spreadsheet is covered in xxx, because the spreadsheet can't calculate everything.

It looks alarming when this happens, but what's usually at fault is a single formula is either wrong or missing.

If you didn't build the sheet and have an innate understanding of how it works, your chances of being able to fix it are slim unless you happen to be very comfortable with spreadsheet software.

If you're new to spreadsheets, then fixing a sheet that isn't working, and that you didn't build yourself, will be next to impossible.

When you build the sheet yourself, you can fix errors when they happen.

You can tailor the sheets to suit YOU

When you build the sheet from scratch, you know exactly how everything works together. That allows you to make changes to the sheet to reflect *your* business, and how you work.

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And improve on them, later.

Building the sheets yourself and therefore understanding exactly how they work means that later on, as you think about the data they provide, and learn how to analyse it and use it in your business, you'll also come up with improvements and tweaks that make the sheets more effective.

This is exactly why the spreadsheets I provide to new email subscribers are "old" (but still perfectly serviceable) – because I've thought of improvements and tweaks and changes that make the tools work better for me, and provide better information.

You can still use the templates, though

You can, of course, still choose to subscribe to my email list, and download the spreadsheet templates and use them as a base to build upon using the projects in this book.

You will find they're not quite the same as what you will build in the projects, but you can adapt them to work the same way, which is what I did.

So if you would like to grab the templates, head here:

https://productiveindiefictionwriter.com/newsletter/

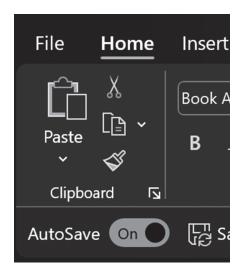
Open your first spreadsheet and save it.

This will be a small test spreadsheet, which you can use to learn the basics of working with formulas and how to manipulate spreadsheet data to gain useful information.

Open your spreadsheet software. If you don't have a blank new spreadsheet already open and waiting when you load the application, then open a new spreadsheet. Explore the menu options until you find how. (In Excel, click on "File" and then "New".)

Once you have the spreadsheet open, save it and give it a descriptive name so you can find it later. Don't close it down, just save it to your hard drive for now.

In Excel, once you have saved the sheet, any changes you make after that are auto-saved. You can see that the sheet is auto-saving here:



If the AutoSave is Off, you can click on the button to turn it on. Then you don't have to worry about saving while working.

Enter data

Here is the data you're going to enter in the spreadsheet:

A	В	С	D	Е	F	G	Н	I
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
Amazon	33	24	56	74	44	28	21	
Barnes & Noble	2	4	9	5	7	12	3	
Draft2Digital	11	23	34	15	27	31	25	
Google Play Books	16	56	73	101	34	87	91	
iTunes (Apple)	98	77	69	58	82	94	116	
Kobo	3	12	22	32	23	31	33	
3								

But don't dive into typing it all out just yet!

Right from the get-go, there are neat hacks you can use to make this all much easier.

Auto-filling data

Excel is brilliant at anticipating and auto-filling data for you, if you want it to. Cells in Excel have reference names. These become part of formulas.

Along the top of the sheet, the columns are called A, B, C etc. On the side, the rows are 1, 2, 3, etc. "Mon" is in cell B1. "B1" is that cell's reference name.

Add "Mon" to your cell B1.

Notice that the bottom right of the cell has a small square dot. Hover your cursor over the bottom right of the cell until it turns into a thin black plus sign, then drag your cursor to the right.

As you drag, the data will auto-fill. In this case, the days of the week will write themselves into the adjoining cells.

When you have the full week written, release the cursor.

If you filled in more than one week, you can delete the rest (highlight each cell, or a range of cells, and hit delete).

This auto-fill function works on both rows (dragging to the right), and columns (dragging down).

You can also drag up and to the left, if that's where you started off (or you might be backfilling data, too). There is a big range of auto-fill possibilities.

- You can write "Monday" in full and the rest of the week will fill in with the same full names of the days.
- You can write "1" and drag to auto-fill, and the cells will fill with identical information (this
- is Excel's default best guess, if it can't spot a progress or pattern).

 But if you write "1" in one cell, and "2" in the next, select both cells (very important! this lets Excel "learn" the progression) then auto-fill, Excel will give you the full sequence of numbers after that.
- You can also use other progressions, such as 2, 4, 6, 8. Or any progression that you need (multiples of figures, or repeating patterns).
- You can autofill months, years, dates.

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If the data you need to fill is a progression of some kind, experiment and see if Excel can do it for you. Patterns that have multiple rows or columns before they repeat can also be auto-filled. Just highlight a full single pattern, then drag.

For example, if you want the days of the week in a column on the left, but you want the weekends to be written in red text, you can auto-fill just one week. Then change the Saturday and Sunday to red text. Then highlight (select) the whole week, and drag. Now every weekly patten will have the weekend in red text.

Tip: Format the pattern *first*.

Make any formatting changes to the pattern you want to auto-fill first. So, make numbers currency, with a dollar sign, or give them two digits to the right of the period, or commas to separate the hundreds and thousands. Change text to italics or different text colors or fonts.

Once you have made those changes, when you drag to repeat the pattern, the formatting comes along with it.

Exercise

Experiment with progressions. Use a column or row of your test sheet and try different "runs". Delete everything once you're done.

Tip: Use Excel's Autofill for Other Applications.

If I need dates, months, or days of the week, or even a series of numbers in another program, such as a text editor, I will use Excel to build the list, then copy it to the program where I need it. Excel is the only application that auto fills in this way, and it is super useful in many other places.

For example, I will auto-fill a whole year of dates, that include the days of the week (more on how to do that, later), and copy that to my Editorial Calendar for the year ahead.

The rest of the data

The rest of the data on this sheet is manually filled, because there are no patterns or progressions for Excel to anticipate.

⊿ A	В	С	D	Е	F	G	Н	I
1	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
2 Amazon	33	24	56	74	44	28	21	
3 Barnes & Noble	2	4	9	5	7	12	3	
4 Draft2Digital	11	23	34	15	27	31	25	
5 Google Play Books	16	56	73	101	34	87	91	
6 iTunes (Apple)	98	77	69	58	82	94	116	
7 Kobo 8	3	12	22	32	23	31	33	

You can add as many distributors as you want. If you'd like to make the test sheet a bit more realistic, you can add all the distributors that you use.

If you only use Amazon, add at least one more fake distributor.

Then add a bunch of random "sales" numbers.

Or you can add real sales numbers, if you like. Take them from the last week's sales. This will give you a real taste of how spreadsheets work.

First calculation: Adding two numbers

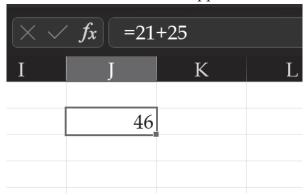
Now you have your test sheet data filled in, we're going to add to numbers.

28	21	
12	3	
31	25	
87	91	

I'm going to add these two numbers from the last column on the sheet:

- Pick any two numbers it doesn't matter which.
- Now, put your curser (highlight a cell) in one of the cells outside the current sheet. It doesn't matter where. This is where the result of the calculation will appear, because this is where you write in the formula.
- It's simple enough to add any figures together, anywhere on the sheet. You type in: =21+25
- And hit return.
- Do this now.

In the cell where you've written the formula, 46 will appear, which is the result of the formula.



Now move the cursor back to the cell with the result in it.

If you look at the bar above, you can see the actual formula that was used to arrive at the result for the highlighted cell. This is very useful.

If you want to make changes to the formula – you entered the wrong numbers, etc. – then you can double click on the cell itself. The formula will appear and you can make changes.

Then hit enter.

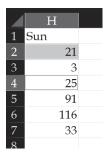
You can also make changes to the formula in the function bar, above the sheet.

It doesn't matter which way you make the changes.

If you were to make calculations this way for all spreadsheets, the software would be nothing but an overclocked calculator.

But by using cell references instead of actual numbers, the flexibility of a spreadsheet kicks in.

Using cell references



The two cells that I've chosen to add together have cell references:

The first figure's cell reference is H2 and the second figure's cell reference is H4. Excel highlights the row and column references for the cell you're currently in or highlighting.

To sum together figures by using cell references, you just replace the figures with their cell references, instead:

=H2+H4

Hit enter and the same result will appear – 46. Try it now.

This is still a highly manual way of calculating, though. There's an easier way.

Put your cursor in a cell where you want your results to show. Type in "="

Then move the cursor over to the H2 cell, where "21" is entered.

You'll notice that the cell is highlighted with a pale color, to show it is the cell the calculation will

(A)	VERAGE ~]	′ fx =H	2+H4
	Н	I	J	K
1	Sun			
2	21		=H2+H4	
3	3			
4	25			
5	91			
6	116			
7	33			

be performed upon.

Now, while H2 is highlighted, type "+"

Then move the curser to H4. Another pale color will highlight the cell. This lets you see what cells the calculation will be performed upon:

Also notice that the full formula has been automatically built in the cell where you want the result to show

Plus the formula in the function bar is also highlighted.

Hit enter, and the result will replace the formula and the highlights on the participating cells disappear.

Try that now.

This seems very simple, because it is. It is also the way even the most complicated of formulas in spreadsheets are built.

Now, delete the results cell: that is, highlight it and hit delete.

Now look at the overall spreadsheet once more:

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_ A	В	С	D	Е	F	G	Н	I
1	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
2 Amazon	33	24	56	74	44	28	21	
3 Barnes & Noble	2	4	9	5	7	12	3	
4 Draft2Digital	11	23	34	15	27	31	25	
5 Google Play Books	16	56	73	101	34	87	91	
6 iTunes (Apple)	98	77	69	58	82	94	116	
7 Kobo	3	12	22	32	23	31	33	
8								

At the moment, it's just a recording of actual sales.

But it would be useful, for example, to know what the total sales were for each day of the week. So let's do that.

Summing rows and columns

Underneath the last distributor in Column A, enter "Daily Total".

Then put the cursor in cell B8, where you want the results of the calculation to appear.

4	A	В	C	D	E	F	G	Н	I
1		Mon	Tue	Wed	Thu	Fri	Sat	Sun	
2	Amazon	33	24	56	74	44	28	21	
3	Barnes & Noble	2	4	9	5	7	12	3	
4	Draft2Digital	11	23	34	15	27	31	25	
5	Google Play Books	16	56	73	101	34	87	91	
6	iTunes (Apple)	98	77	69	58	82	94	116	
7	Kobo	3	12	22	32	23	31	33	
8	Daily Totals								
9									
10									

To get the daily total, we just have to add all the figures from each distributor for each day of the week. We'll do Monday first.

You could calculate this number by adding together every cell in the column above:

A	В	С	D	E	F	G	Н	I
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
Amazon	33	24	56	74	44	28	21	
Barnes & Noble	2	4	9	5	7	12	3	
Draft2Digital	11	23	34	15	27	31	25	
Google Play Books	16	56	73	101	34	87	91	
iTunes (Apple)	98	77	69	58	82	94	116	
Kobo	3	12	22	32	23	31	33	
Daily Totals	=B2+B3+l	34 + B5 + B6+	+B7+					
)								
1								

Hit enter, and you'd have the sum of all the distributor sales for Monday.

But if you had dozens of distributors, that would become unwieldy very quickly.

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Instead you can use the Sum function.

You'll find it on the Home tab of the ribbon, in the Editing section:



The Greek Sigma button is the Sum button.

With your cursor in the cell where you want the result to appear, you click on the sum button (or, if you like shortcuts, hold down the ALT key and type "=")

What happens next is interesting:

A	В	С	D	Е	F		
1	Mon	Tue	Wed	Thu	Fri		
2 Amazon	33	24	56	74	4		
3 Barnes & Noble	2	4	9	5			
4 Draft2Digital	11	23	34	15	2		
5 Google Play Books	16	56	73	101	3		
6 iTunes (Apple)	98	77	69	58	8		
7 Kobo	3	12	22	32	2		
8 Daily Totals	=SUM(B2	:B7)					
9	SUM(number1, [number2],)						
10							

Excel is anticipating you again.

It has highlighted the column above the results cell, because it's pretty sure that's the column you want summed.

As it IS the column you want summed, you can hit enter, and the result will display:

$[B8 \qquad \qquad \lor] : \left[\times \checkmark f_{x} \right] = SUM(B2:B7)$					
A	В	С	D		
1	Mon	Tue	Wed	Thu	
2 Amazon	33	24	56		
3 Barnes & Noble	2	4	9		
4 Draft2Digital	11	23	34		
5 Google Play Bool	ks 16	56	73		
6 iTunes (Apple)	98	77	69		
7 Kobo	3	12	22		
8 Daily Totals	163				
9					
10					

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Note the formula in the function bar.

If you wanted to, you could type the formula in manually, including the range of cells.

Using ranges of cells makes spreadsheets far more efficient, especially when you have a lot of data.

But what if the Sum function didn't highlight the cells you wanted summed?

In that case, while Excel has the wrong cells highlighted (which you ignore), you point your mouse at the first cell in the range you want summed, hold down the left mouse key, and run the cursor up or down the column, or from left to right along the row, to the last cell in the range that you want

The column/row will highlight the same as if Excel had autoselected it.

Hit enter, and you have your result.

Calculate All Daily Totals Across The Sheet

So far, so good.

_ A	В	С	D	Е	F	G	Н
1	Mon	Tue	Wed	Thu	Fri	Sat	Sun
2 Amazon	33	24	56	74	44	28	21
3 Barnes & Noble	2	4	9	5	7	12	3
4 Draft2Digital	11	23	34	15	27	31	25
5 Google Play Books	16	56	73	101	34	87	91
6 iTunes (Apple)	98	77	69	58	82	94	116
7 Kobo	3	12	22	32	23	31	33
8 Daily Totals	163						
9							
10							
11							
12							
13							
14							

It would be useful to have the totals for every day in the week.

You could write the same Sum function formula for each day of the week, but there's an easier way to that.

Put the cursor over Cell B8 once more.

Grab the bottom right corner of the cell highlight (the green outline), and drag it to the right, so that all the empty cells in that row are highlighted up to Sunday.

And release.

B8 \vee : $\times \checkmark f_x$ =SUM(B2:B7)									
4	A	В	C	D	E	F	G	H	I
1		Mon	Tue	Wed	Thu	Fri	Sat	Sun	
2 An	nazon	33	24	56	74	44	28	21	
3 Bar	rnes & Noble	2	4	9	5	7	12	3	
4 Dra	aft2Digital	11	23	34	15	27	31	25	
5 Go	ogle Play Books	16	56	73	101	34	87	91	
6 iTu	ines (Apple)	98	77	69	58	82	94	116	
7 Kol	bo	3	12	22	32	23	31	33	
8 Da	ily Totals	163	196	263	285	217	283	289	