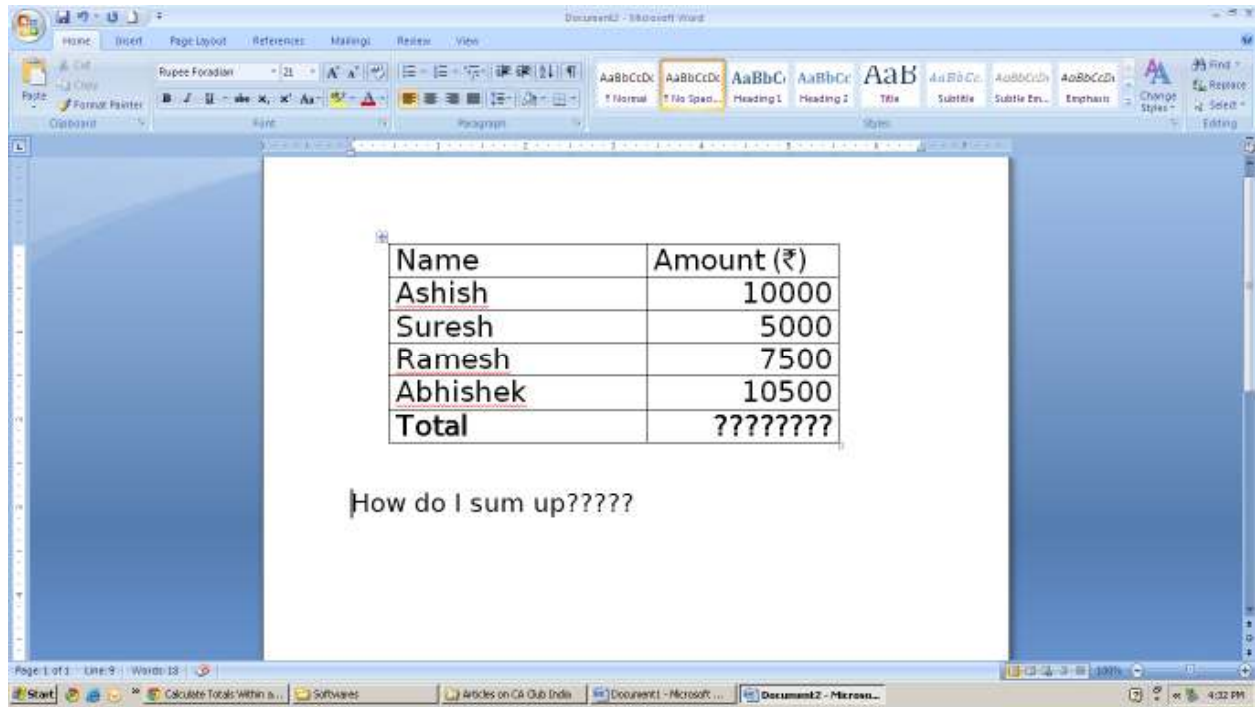


How to calculate total in MS Word?

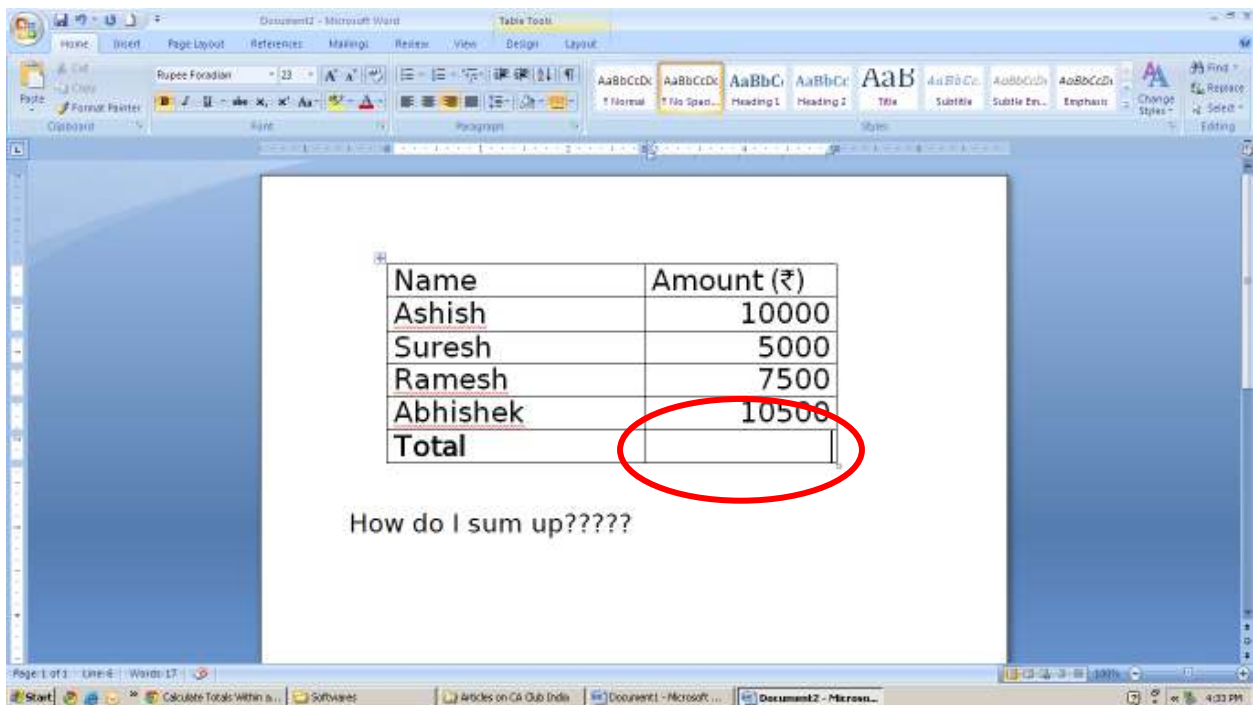
Step 1:

The data should be in tables format



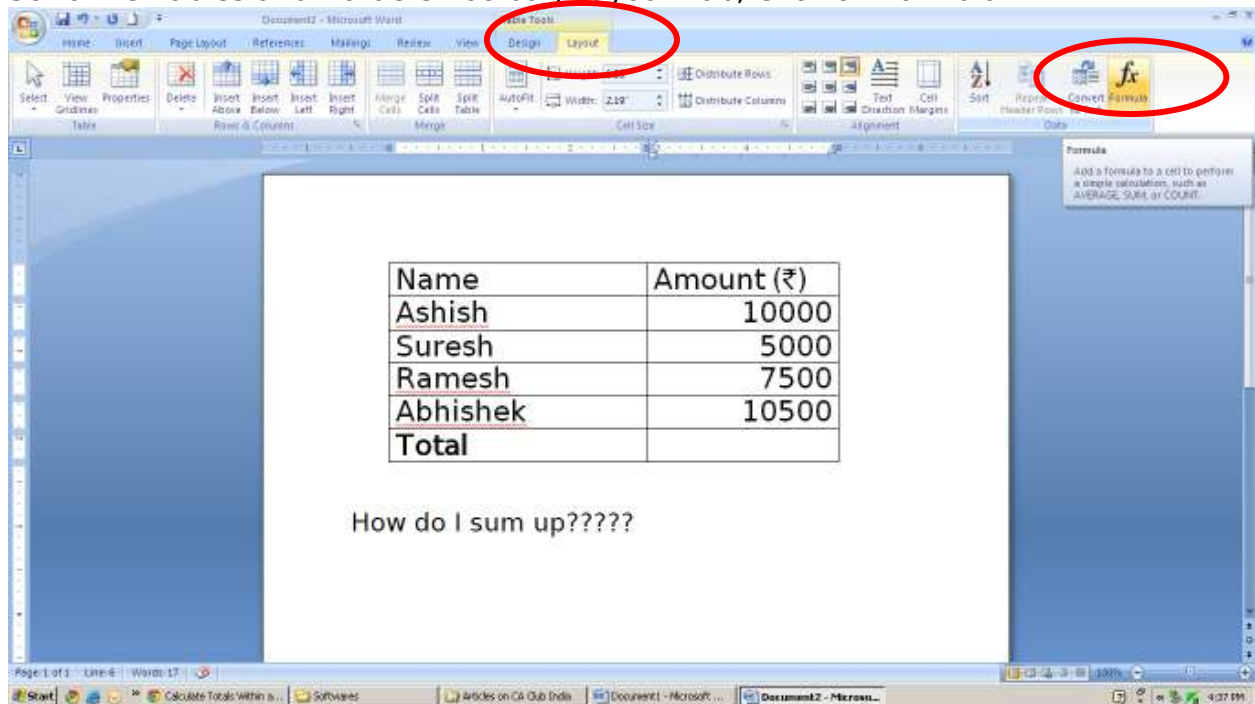
Step 2:

Go to the cell where you want to take the total

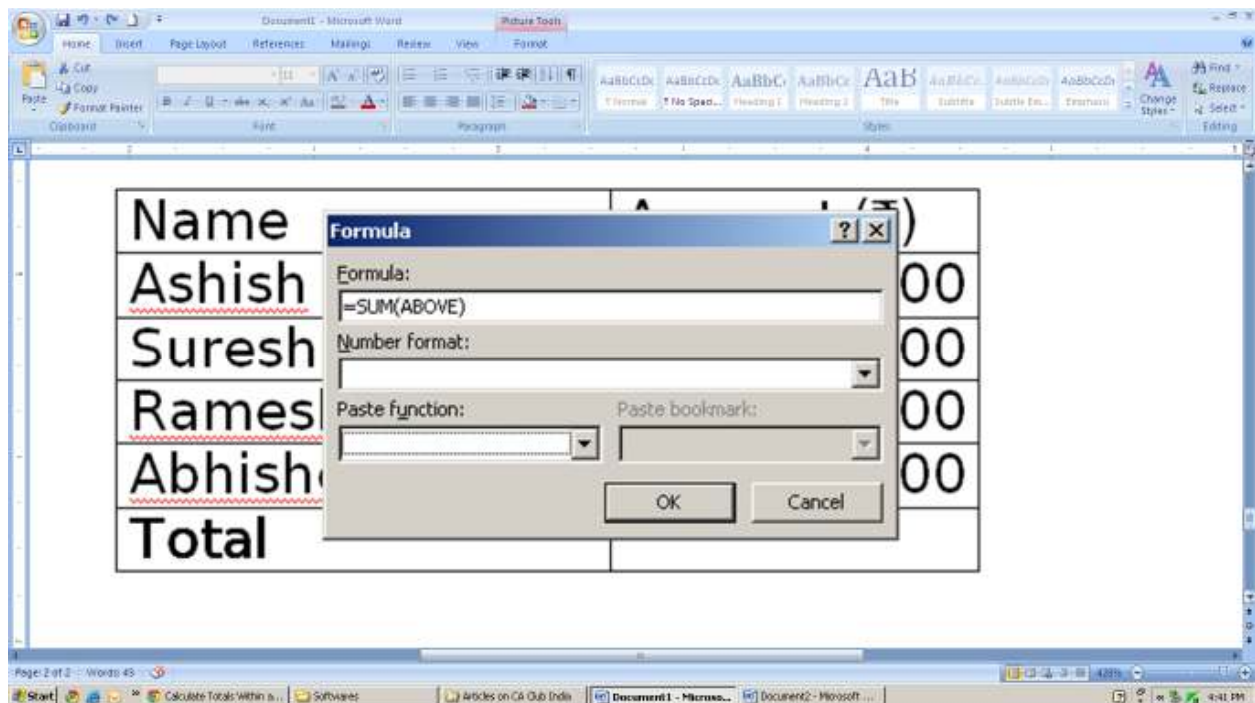


Step 3:

Go to the Tables and Borders Toolbar, Layout Tab, Click on Formula



Step 4:



Step5:

Click "OK". You'll get the total. But this total is not auto refresh. Each time you change the amount, the total needs to be recalculated.