## Click cell G5

And position the pointer on the lower-right corner of the cell (the fill handle) so that the pointer changes to $\boldsymbol{+}$, drag the $\boldsymbol{+}$ to cell $G 14$, then release the mouse button. You should see column $G$ fill with totals for each name.

The fill handle will display when you hover your mouse pointer over this square:


