

## Functions: Rank

The *Rank* function returns the rank of a value within a list. This function is useful when you need to determine a specific cell's numerical order out of a series of cells or columns. Rank can be determined in either ascending or descending order. For more information about functions, refer to Calculating with Functions.

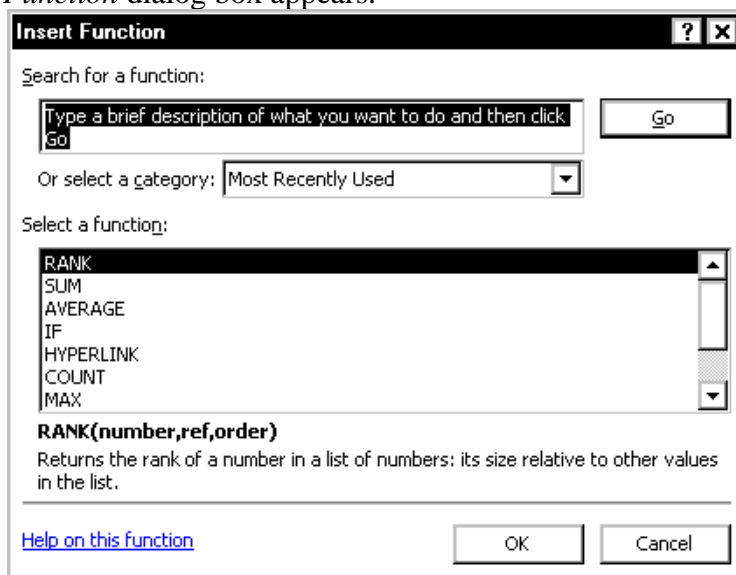
This document will use the example of a grade book, featuring six students' grades from a test of twenty points. In the example, we will find the ranking of Bernhardt, B.'s score.

	A	B
1	Student	Test 1
2	Adams, A.	12
3	Bernhardt, B.	18
4	Campbell, C.	15
5	Davis, D.	9
6	Edwards, E.	20



1. Open the desired worksheet
2. Select the cell where you would like the result of the *Rank* function to appear



3. From the *Formulas* command tab, click **FUNCTION WIZARD** the *Insert Function* dialog box appears.



4. In the *Search for a function* text box, type **Rank**  
**OR**  
From the *Or select a category* pull-down list, select *All* or *Statistical*
5. From the *Select a function* scroll box, select **RANK**
6. Click **OK** the *Function Arguments* dialog box appears.

7. In the *Number* text box, type the value of which you want to know the rank  
EXAMPLE: To find the rank of Bernhardt, B.'s Test 1 score, type **18**.
  8. In the *Ref* text box, type the cell range to be included  
EXAMPLE: To type the cell range of all the classmates, type **B2:B6**.  
**OR**  
To select the cell range,
    - a. Click the **COLLAPSE DIALOG BOX** 
    - b. Select the cells to be included
  9. Click the **EXPAND DIALOG BOX** 
- NOTES:  
Cells containing characters other than numbers are not eligible for ranking.  
Numbers with decimal points are eligible for ranking.
10. To obtain the rank of a value where the list of values is sorted in descending order, in the *Order* text box, type **0** or leave the text box blank  
**OR**  
To obtain the rank of a value where the list of values is sorted in ascending order, in the *Order* text box, type any nonzero value  
NOTE: This action does not sort the information in your worksheet; it is used only as a reference from which to perform the ranking.
  11. Click **OK** the rank appears in the selected cell and the formula appears in the *Formula Bar*.  
EXAMPLES:  
Bernhardt, B.'s Test 1 rank in descending order (from 20 to 0) is 2.  
Bernhardt, B.'s Test 1 rank in ascending order (from 0 to 20) is 4.