

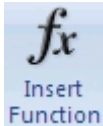
Functions: Countif and Sumif

Countif and *Sumif* are two functions, which are helpful and very easy to use. *Countif* counts the number of items that meet a certain criteria. *Sumif* adds all items that meet a certain criteria.

Countif

The *Countif* function counts the number of items that meet a certain criteria. This criterion can be a number range or a word. This is useful when determining the number of entries within a certain range (e.g., test scores), or the number of entries that equal a certain value (e.g., class rank of "junior" or "senior").

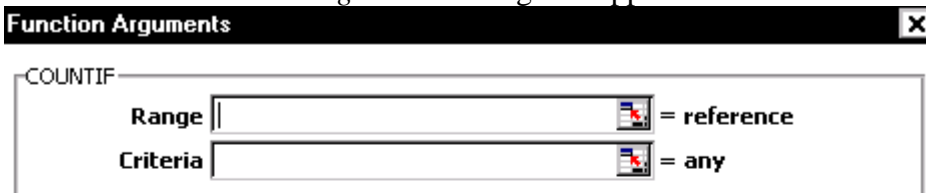
1. Open the desired worksheet
2. Select the cell where you want the result of the function to appear
3. From the *Formulas* tab, in the *Function Library* group, click **INSERT FUNCTION**



OR

On the *Formula Bar*, click **INSERT FUNCTION**  the *Insert Function* dialog box appears.

4. From the *Or select a category* pull-down list, select *All* or *Statistical*
5. From the *Select a function* scroll box, select *COUNTIF*
6. Click **OK** the *Function Arguments* dialog box appears.

The image shows a dialog box titled 'Function Arguments' with a close button (X) in the top right corner. The dialog box contains the text 'COUNTIF' at the top left. Below it, there are two input fields. The first is labeled 'Range' and has a small icon to its right followed by '= reference'. The second is labeled 'Criteria' and has a small icon to its right followed by '= any'. Below these fields is an equals sign (=).

Counts the number of cells within a range that meet the given condition.



Range is the range of cells from which you want to count nonblank cells.

Formula result =

[Help on this function](#)

OK

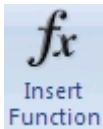
Cancel

7. In the *Range* text box, type the range of cells
OR
 - a. Click **COLLAPSE DIALOG** 
 - b. Within your worksheet, select the range of cells to analyze
NOTE: These are the cells, which will be analyzed to see if they meet the criteria, you select.
 - c. Click **RESTORE DIALOG** 
8. In the *Criteria* text box, type the appropriate criteria, such as the numerical range, expression (e.g., >2), or text value
EXAMPLE: To count the number of students with a class rank of "senior," type **senior**
9. Click **OK** the formula appears in the *Formula Bar* and the result of the function appears in the cell you selected.
EXAMPLE: The formula should look something like =COUNTIF(C2:C11,"senior") with C2:C11 being the range, and "senior" the criteria.

Sumif

The *Sumif* function adds all items that meet a certain criteria. For example, you could add all the scores of students with a class rank of "senior."

1. Open the desired worksheet
2. Select the cell where you want the result of the function to appear
3. From the *Formulas* tab, in the *Function Library* group, click **INSERT FUNCTION**



OR

On the *Formula Bar*, click **INSERT FUNCTION**  the *Insert Function* dialog box appears.

4. From the *Or select a category* pull-down list, select **All** or **Math & Trig**
5. From the *Select a function* scroll box, select **SUMIF**

6. Click **OK** the *Function Arguments* dialog box appears.

Function Arguments

SUMIF

Range | = reference

Criteria | = any

Sum_range | = reference

=

Adds the cells specified by a given condition or criteria.

Range is the range of cells you want evaluated.

Formula result =

[Help on this function](#)

OK

Cancel

7. In the *Range* text box, type the range of cells to analyze
OR
- Click **COLLAPSE DIALOG**
 - Within your worksheet, select the range of cells to analyze
NOTE: These are the cells, which will be analyzed to see if they meet the criteria, you select.
 - Click **RESTORE DIALOG**
8. In the *Criteria* text box, type the appropriate criteria, such as the numerical range, expression (e.g., >2), or text value
EXAMPLE: If you would like to add the test scores of the students with a class rank of "senior," type **senior**
9. In the *Sum range* text box, type the range of cells
NOTE: These are the cells, which will be summed if the criterion has been met. If left blank, the cells specified in the *Range* will be added.
OR
- Click **COLLAPSE DIALOG**
 - Within your worksheet, select the range of cells to analyze
 - Click **RESTORE DIALOG**
10. Click **OK** the formula appears in the *Formula Bar* and the result of the function appears in the cell you selected.
EXAMPLE: The formula should look something like =SUMIF(C2:C11,"senior") with C2:C11 being the range and "senior" being the criteria.