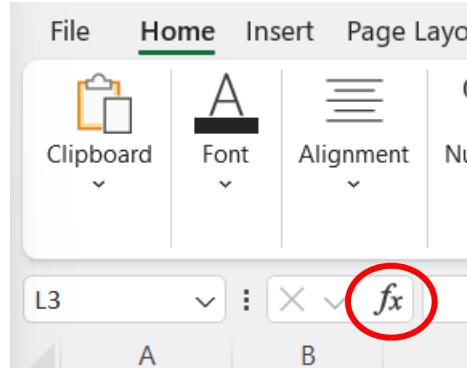


COUNTIF and SUMIF Guides

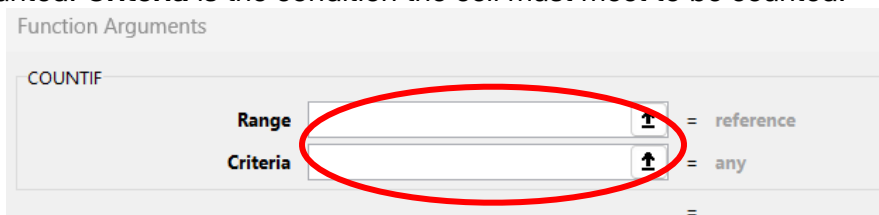
COUNTIF is an Excel function used to count the cells in a data set that meets a specified criterion.

HOW TO USE COUNTIF:

1. Decide which cell you want this number to populate in. Select that cell by clicking on it. Then, select the Insert Function button:



2. Select COUNTIF (use the search bar if needed). Select OK.
3. A box will open for you to enter the Function Arguments. **Range** is the cells you want to be counted. **Criteria** is the condition the cell must meet to be counted.



- a. Range: Click the text box to the right of the word Range so the cursor is present there. Then, select the group of cells to be included (click, hold, and drag the selection box)
 - i. In our example, we selected the cells in column E (E1 through E51) to count the Population cells.
- b. Criteria: Click the text box to the right of the word Criteria so the cursor is present there. This is where you will enter the condition the cells must meet to be counted. There are many types of criteria that you may use that require a symbol. Here is a list of common ones:

What you're counting	What to type in Criteria
Cells greater than a number	>#
Cells less than a number	<#
Cells less than OR equal to a number	<=#
Cells greater than OR equal to a number	>=#
Cells that begin with a specific character (A)	A*
An exact word (yes)	"yes"
An exact number	#

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- i. In our example, we were counting Populations over 500,000. We typed the following into the Criteria textbox: >500000
4. Select OK or press the Enter key. Check the cell you initially decided the number would populate in. This cell should now show a number that correlates with the COUNTIF function you just entered.

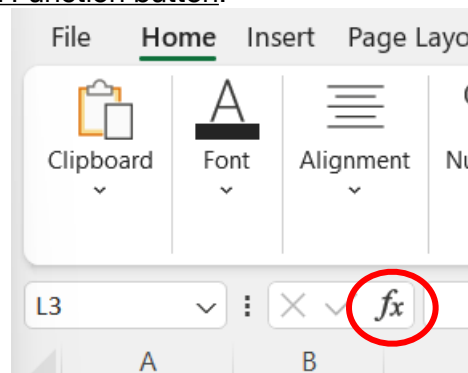
Feel like an expert? Try this: To save time, you can type the formula for this function directly into the selected cell instead of going through these steps. The formula is: =COUNTIF(range,"criteria").

- In our example, the formula is: =COUNTIF(E1:E51,">500000").

SUMIF is an Excel function used to add numbers in a data set that meets a specific criterion.

HOW TO USE SUMIF:

1. Decide which cell you want this number to populate in. Select that cell by clicking on it. Then, select the Insert Function button:



2. Select SUMIF (use the search bar if needed). Select OK.
3. A box will open for you to enter the Function Arguments. **Range** is the cells you want to be counted **or** the cells that you want to find the criteria in. **Criteria** is the condition the cell must meet to be counted.

Function Arguments

A screenshot of the 'SUMIF' Function Arguments dialog box in Excel. The dialog box has three input fields: 'Range', 'Criteria', and 'Sum_range'. Each field has a small icon to its right (a square with an upward arrow for Range and Criteria, and a square with an upward arrow and a blue border for Sum_range). The 'Range', 'Criteria', and 'Sum_range' fields are circled in red. To the right of each field is a label: '= reference' for Range, '= any' for Criteria, and '= reference' for Sum_range.

- a. Range: Click the text box to the right so the cursor is present there. Then, select the group of cells to be included (click, hold, and drag the selection box)
 - i. In our example, we selected the cells in column D (D1 through D20) to look for our criteria in the Year column.
- b. Criteria: Click the text box to the right so the cursor is present there. This is where you will enter the condition the cells must meet to be counted.
 - i. In our example, we want cost values in a certain Year. We typed the following into the Criteria textbox: "2015" (or whatever year you want to calculate).
- c. Sum_range: Sometimes (like in our example) the place where the criteria is found is in a different column than the numbers we want to add up. In that case, Range becomes the place where our criteria are found, and Sum_range contains the numbers we want to sum. Click the text box to the right so the cursor is

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present there. Then, select the group of cells to be added (click, hold, and drag the selection box)

- i. In our example, we selected the cells in column C (C1 through C20) to add the Cost cells together.
4. Select OK or press the Enter key. Check the cell you initially decided the number would populate in. This cell should now show a number that correlates with the SUMIF function you just entered.

Feel like an expert? Try this: To save time, you can type the formula for this function directly into the selected cell instead of going through these steps.

The formula is: =SUMIF(range,"criteria", [sum_range]) (Sum_range is in brackets because it is technically optional).

- In our example, the formula is: =SUMIF(D:D, "2015", C:C).