Tutorial: Applying simple Excel functions: SUM, AVERAGE, MAX, MIN, COUNT, COUNTIF, SUMIF

Prerequisite: Be able to open Excel Type in information to the cells

Typical Use Making spreadsheet Making grade sheet

Related Skills Using Calculator

Using Excel Function: SUM Step one: Type in the information to the cell to use the Excel function of "SUM" Example: A1: 100 A2: 50 A3: 50 A4: 75 Microsoft Excel Bi gile gdit y Di 😂 🖬 🔒 🧙 🗵 - 21 XI | 🌆 🛷 🤕 Arial • 10 • B Z U | ■ ■ ■ 32 | \$ % • 18 42 | \$ = 10 • 3 A -Search Results 100 b.d N 0 Add numbers Help > Math Pro SUM 10111213146161718192012223245672823031233455673833404124344664748950 to add a Summing up ways count Excel data Summary functions available in PivotTable and PivotChart reports Depreciation MULTINOP Change how PivotTable or PivotChart data is summar for a field Search Microsoft Office of sum @ Can't find #7 • • 1.1 NUM . [3] M oroft Excel - Book1 ne[@]11 1001:Section 1 E: 1 maar

Step two:

Lets say you want to add up all the values from A1-A4. Click on A5 and type in the formula: =SUM(A1:A4)

The (=) sign states that you are inserting a formula.

The (SUM) states that "adding" is part of the formula.

The (A1:A4) states which values you want to add together.

Then, press "enter."

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You will now notice that the sum of A1-A4 is displayed in A5.



Using Excel Function: AVERAGE

Step One: Type in the information to the cell to use the Excel function of "AVERAGE"

Exam	nple:
A1:	100
A2:	50
A3:	50
A4:	75

Lets say you want to find out the average of all the values from A1-A4. Click on A5 and type in the formula: =AVERAGE(A1:A4)

The (=) sign states that you are inserting a formula.

The (AVERAGE) states that "AVERAGE" is part of the formula.

The (A1:A4) states which values you want to find the average of. Then, press "enter."

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You will now notice that the sum of A1-A4 is displayed in A5.

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Using Excel Function: MAX Step one:

Function of MAX is used to find the maximum value from all the data in a cell. Type in your data into the cell.

Example:

A1: 32

A2: 4

A3:19

A4:20

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If you like to find out the maximum value between cell A1-A4. Type in the formula: =MAX(A1:A4) in cell A5

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Notice now that the maximum value between A1-A4 is listed in A5 with the value of 32.

Using Excel Function: MIN

Step one:

Function of MIN is used to find the minimum value from all the data in a cell. Type in your data into the cell.

Example: A1: 32 A2: 4 A3: 19 A4: 20

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If you like to find out the minimum value between cell A1-A4. Type in the formula: =MIN(A1:A4) in cell A5

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Notice now that the minimum value between A1-A4 is listed in A5 with a value of 4.

Using Excel Function: COUNT

COUNT is used to count the number of cells that contain numbers and counts numbers within the list of arguments.

Step one:

Type in your data to the cells.

Example:

A1: 32

A2: 4 A3:19

A3: 19 A4: 20

A4:20

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If you like to count the number of cells that contains numbers between cell A1-A4. Type in the formula: =COUNT(A1:A4) in cell A5



Notice now that in cell A5, the value of 4 is displayed. This means that between A1-A4, there are 4 numbers.

Using Excel Function: COUNTIF

COUNTIF is used to count the number of cells within a range that meet the given criteria.

Step one:

Type in your data in the cells.

Example:

- A1: blue circle
- A2: red circle
- A3: blue circle
- A4: orange circle
- A5: purple circle

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If you want to find out how many time you have typed in "blue circle," type in the formula: =COUNTIF(A1-A5, "blue circle") in cell A6.



Notice that in cell A6, a value of 2 is displayed. This states that there are "blue circle" listed twice between A1-A5.

Using Excel Function: SUMIF SUMIF is used to add the cells specified by a given criteria. Step one: Type in your data into the cell. Example: A1: 10000 A2: 54321 A3: 12345 A4: 7000 A5: 1000 A6: 456

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Lets say you would like to find out the sums of all the values that are less than 50,000. Type in the formula: =SUMIF(A1:A6, "<50000") in cell A7.



Notice that in cell A7, the value of 30,801 is displayed. From cells A1-A6, there is only one value that is greater than 50,000 (A2: 54321). This means, that the formula added cells A1, A3. A4. A5, and A6 to get 30,801.

 $\begin{array}{c} A1:\ 10000\\ A3:\ 12345\\ A4:\ 7000\\ A5:\ 1000\\ \underline{_{+}A6:\ 456}\\ 30,801\\ A1:\ 10000\\ A2:\ 54321\\ A3:\ 12345\\ A4:\ 7000\\ A5:\ 1000\\ A6:\ 456\\ \end{array}$