

Useful Spreadsheet Functions (Lesson 3 & 5 Handout)

Tech Training 3 Video Tutorial: <https://youtu.be/5NwWpORsbIE>

Tech Training 5 Video Tutorial: <https://youtu.be/lxcL8HUHlkw>

=SUM()	This formula is really useful for adding up columns or rows of numbers, especially in budgets or tables. Just type “=SUM(” and then select a range of cells by clicking the first one and dragging your cursor over the other cells, letting go when you’re finished. Then close the parenthesis and press Enter. Alternatively, you could type “=SUM(” and then select one cell, type a comma, and select another cell, repeating until all cells you want to add together are included. Then close the parenthesis and press Enter.
=AVERAGE()	This formula takes a simple average of all of the selected cells. Just type “=AVERAGE(” and select the range of cells just like in the SUM function above and close the parenthesis and press Enter when you’re done. Just like with the SUM function, you can also select cells one-by-one if they’re separated by commas.
=COUNT()	This formula gives you the number of cells containing number values in a range. If you type “=COUNT(” and then select a group of cells, close the parenthesis, and press enter, it will tell you how many number values are in that range. Alternatively, you can select cells individually and separate them with commas.
=COUNTA()	This formula gives you the number of cells that are not blank, so it works just like the COUNT function, but it also counts cells containing text or characters.
=IF()	The IF formula is a powerful tool that checks to see if the value in a cell meets a condition and then gives one output if it does and another if it doesn’t. Here’s an example: If you have a number value in cell A1, then in cell A2 you can type =IF(A1<100,“Less than 100”,“Equal to or greater than 100”). Once you press enter, if the value in cell A1 is less than 100, then it will display the first text and if not it will display the second. You can use <, >, =, and even other functions in that first condition part.
=SUMIF()	The SUMIF formula allows you to add together values that meet a criterion. For example, if you have a column of regions in cells A2:A20 and the quarterly sales for each region in cells B2:B20, and you just want to add up the sales total for the Eastern region, you could type “=SUMIF(A2:A20,“Eastern”,B2:B20)” and it would check the first range of cells and identify which ones match the condition and then add the corresponding values in the last range (B2:B20).
=AVERAGEIF()	AVERAGEIF works in just the same way as SUMIF, so if we had the same data as we just discussed above, then we could get the average sales value in the Eastern region by typing “=AVERAGEIF(A2:A20,“Eastern”,B2:B20)”
=COUNTIF()	The COUNTIF function only counts the values in the range that meet a specific condition. For example, if we had a list of genders and wanted to know how many were Female, we could type =COUNTIF(A2:A120,“Female”). If you wanted to count how many values were equal to 100, then you could type =COUNTIF(B2:B120,100) and there’s no need for quotation marks, but if you wanted to count how many values were greater than 100, then you also need to use the quotation marks like this: =COUNTIF(B2:B120,“>100”). Any time you use greater than or less than in this way, you must use the quotation marks.