



Module 15 : SUMIF Formula

15.1 SUMIF Formula

The SUMIF function is used to add up the values in a range that meet the criteria specified.

For example, if you want Excel to only add up values greater than a certain number, you can do that with the SUMIF function.

The formula for the SUMIF function is as follows: **SUMIF(range, criteria, [sum_range])**

Range: you must input the range of cells you want to be taken into account for the function.

Criteria: The criteria could be in the form of a number, text, an expression, or a particular cell reference. This defines which specific cells will be added.

Sum_range: This is optional. Use this if you want to add cells other than those specified in the range argument. If sum_range is omitted, the function adds the cells specified in the range argument.

You can use a question mark (?) or an asterisk (*) for the criteria. The question mark matches any single character in the specified range, and an asterisk matches any sequence of characters in the specified range.

15.2 Video Instruction

How to perform the SUMIF Formula in Excel - 5m33s

15.3 Task

Estimated Time: 10 minutes

Download the worksheet that accompanies this video by clicking below. Once downloaded practise the SUMIF Formula in Excel using the video above as a reference.

[Download Worksheet](#)

Option #2: Worksheet without formula

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