## **EXCEL SCREENCAST SCRIPT - SUMIF**

This video will explain and show you how to use the "SumIf" function in Microsoft Excel. This function will add the cells specified by a given condition or criteria.

## STEPS

 $\circ$   $\;$  Begin by selecting the first cell in which you want the "Sumif" formula to appear.

| $\begin{array}{cccccccccccccccccccccccccccccccccccc$ |          |                 |   |   |  |  |  |  |  |
|--|----------|-----------------|---|---|--|--|--|--|--|
|  | А        | В               | С | D |  |  |  |  |  |
| 1  | Resource | Resource Descr  |   |   |  |  |  |  |  |
| 2  | 0000070  | Dm Cuyamaca     |   |   |  |  |  |  |  |
| 3  | 0000100  | Board Of Ed     |   |   |  |  |  |  |  |
| 4  | 0000110  | Supt Of Schools |   |   |  |  |  |  |  |
| 5  | 0000111  | Communications  |   |   |  |  |  |  |  |
| 6  | 0000200  | Human Resources |   |   |  |  |  |  |  |
| 7  | 0000201  | Teacher Support |   |   |  |  |  |  |  |

• Click the function symbol

|    | ~ |     | - | u | 2  | - |   |
|----|---|-----|---|---|----|---|---|
| C2 |   | - ÷ | X | ~ | fx |   |   |
|    |   |     |   |   | J  |   |   |
|    |   |     |   |   |    |   |   |
|    | Δ |     |   |   | в  |   | C |

• Type in "sumif" in the search box and click "Go". "Sumif" will appear in the results below. Click on "sumif" and click "ok"

| Insert Function  |
|--|
| Search for a function:   |
| sumif <u>G</u> o   |
| Or select a <u>c</u> ategory: Most Recently Used   |
| Select a function:   |
| SUMIF       •         VLOOKUP       •         COUNTIF       •         LOOKUP       •         SUM       AVERAGE         JF       •         SUMIF(range,criteria,sum_range)       •         Adds the cells specified by a given condition or criteria. |
| Help on this function OK Cancel  |

• Begin entering the parameters by clicking in the text box located to the right of each parameter:

| Function Arguments  | 100 | × |            | _    | ? X    |  |  |
|---|-----|---|------------|------|--------|--|--|
| SUMIF   |     |   |            |      |        |  |  |
| Range   |     | E | = refere   | ence |        |  |  |
| Criteria  |     | E | 🛓 = any    |      |        |  |  |
| Sum_range   |     | E | 🔄 = refere | ence |        |  |  |
| =<br>Adds the cells specified by a given condition or criteria.<br><b>Range</b> is the range of cells you want evaluated. |     |   |            |      |        |  |  |
| Formula result =<br>Help on this function   |     |   |            | ОК   | Cancel |  |  |

 Range – is the range of cells you want evaluated. In our case you will want to click on the "data" tab and highlight column G, the "Resource" column.

| х         |     |                       |        |                |             |         | FAR_GL_DET | AILS_E | ec15_ExcelTraining [Read-Only]-        | Excel         |            |                 |              | ? 🗷 — 🖯                       | V /×                 |
|-----------|-----|-----------------------|--------|----------------|-------------|---------|------------|--------|--|---------------|------------|-----------------|--------------|-------------------------------|----------------------|
| 81.8      | н   | OME INSE              | RT PA  | AGE LAYOUT FO  | RMULAS      | DATA    | REVIEW     | VP     | Function Arguments                     | 0             | _          |                 |              | Vristin Armatic x             | ? <b></b> x          |
|           | 6   |                       | ~ 10   | • A A =        | =   > -     | P       | Wrap Text  |        | SUMIF                                  |               |            |                 |              |                               | _                    |
| Paste     |     | в <i>I</i> <u>U</u> - |        | ♦ - A - = =    |             | -       | Merge & Ce | nter   | Range                                  | datal G:G     |            |                 | <b>1</b>     | = {"Resource";"0000345";"0000 | 345";"8150600";"0000 |
| Clipboard | 6   |                       | Font   | a.             | Al          | gnment  |            | 1      | Criteria                               |               |            |                 |              | = any                         |                      |
| 5         | ¢   | - 181 - Em            | H Y    | Σ 🗟 👘 🕫        |             |         |            |        | Sum_range                              |               |            |                 | <b>1</b>     | = reference                   |                      |
| A1263     |     | - I )                 | K V    | fx =SUMI       | F(data!G:G) |         |            | -1     |  |               |            |                 |              | -                             |                      |
|           |     |                       |        |                |             |         |            |        | Adds the cells specified by a given co | ondition or c | iteria.    |                 |              |                               |                      |
|           |     |                       |        |                |             |         |            | -      |  | Range         | is the ran | ge of cells you | want evaluat | ed.                           |                      |
|           | A   | В                     | С      | D              | E           | F       | G          |        |  |               |            |                 |              |                               |                      |
| 1263      | 4   | 10/21/2015            | 5 AP   | AP00130460     | 48.600      | 0100    | 7366403    | F¢     |  |               |            |                 |              |                               |                      |
| 1264      | - 4 | 10/21/2015            | 5 AP   | AP00130460     | 878.730     | 0100    | 9515458    | Q      | Formula result =                       |               |            |                 |              |                               |                      |
| 1265      | - 4 | 10/21/2015            | 5 AP   | AP00130460     | 872.980     | 0100    | 9515458    | Q      | Help on this function                  |               |            |                 |              | ОК                            | Cancel               |
| 1266      | 4   | 10/21/2018            | 5 AP   | AP00130460     | 8460.820    | 0100    | 9515458    | Q      |  |               |            |                 |              |                               | J                    |
| 1267      | 4   | 10/21/2015            | 5 AP   | AP00130460     | 578.080     | 0100    | 9516545    | SĎ     | City CC AV Contract                    | 8600          | 2420       | 4300000         | 500          | AP Accruals                   |                      |
| 1268      | - 4 | 10/21/2015            | 5 AP   | AP00130460     | 7.890       | 1200    | 6105407    | La     | Pinata State Preschoo                  | 0000          | 2100       | 4300000         | 457          | AP Accruals                   |                      |
| 1269      | - 4 | 10/21/2015            | 5 AP   | AP00130460     | 2327.620    | 1400    | 0000714    | FO     | R FUND 14                              | 0000          | 8100       | 4300000         | 700          | AP Accruals                   |                      |
| 1270      | 4   | 10/21/2015            | 5 AP   | AP00130460     | 87.820      | 6755    | 9010955    | Jpa    | W.C.                                   | 0000          | 6000       | 4300000         | 900          | AP Accruals                   |                      |
| 1271      | 4   | 10/21/2015            | 5 AP   | AP00130460     | 87.820      | 6756    | 9010956    | Jpa    | P&L                                    | 0000          | 6000       | 4300000         | 900          | AP Accruals                   |                      |
| 1272      | 4   | 10/21/2015            | 5 AP   | AP00130460     | 833.300     | 6757    | 9010857    | Fb     | : Health                               | 0000          | 6000       | 4300000         | 900          | AP Accruals                   |                      |
| 1273      | 4   | 10/22/2015            | 5 AP   | AP00130821     | 98.800      | 0100    | 0000201    | Tea    | icher Support                          | 0000          | 2110       | 4300000         | 200          | AP Accruals                   |                      |
| 1274      | 4   | 10/22/2015            | 5 AP   | AP00130821     | 64.750      | 0100    | 0000203    | Ed     | ge Training                            | 0000          | 7400       | 4300000         | 200          | AP Accruals                   |                      |
| 1275      | 4   | 10/22/2015            | 5 AP   | AP00130821     | 674.400     | 0100    | 0000345    | Gra    | aphics                                 | 0000          | 7550       | 4300000         | 300          | AP Accruals                   |                      |
| 1 1       |     | data Re               | source | Descriptions   | Object Des  | criptio | ns 🕞       |        |  | 4             | 3000       |                 |              |                               |                      |
| . /       | _   |                       |        | and the second |             |         |            | _      |  | <u> </u>      |            |                 |              |                               |                      |

 Criteria – is the condition or criteria in the form of a number, expression, or text that defines which cells will be added. In our example we want it to look for the specific resource number of each row to the left located in column A. Click on cell A2.

|  | FAR_GL_DETAILS_Dec15_ExcelTraining (Read-Only) - Excel   |
|--|--|
| HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW<br>HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW<br>Pathe Gopy -<br>of format Painter<br>Gipbard 6 Format Painter<br>4 + 2 + 2 + 2 = 10 Format Painter<br>4 + 2 + 2 + 2 = 10 Format Painter<br>4 + 2 + 2 + 2 = 10 Format Painter<br>4 + 2 + 2 + 2 + 2 = 10 Format Painter<br>4 + 2 + 2 + 2 + 2 + 2 + 2 + 2 + 2 + 2 + | Function Arguments         Difference           SUMF         State           G         State           Citation         State           Citation         State           State         State           Citation         State           State         State           Citation         State           State         State |
| A2 - I X √ fr - sUMIF(data[G:G,A2)   | Adds the cells specified by a given condition or orderia.<br>Criteria is the condition or orderia in the form of a number, expression, or text that defines which cells<br>will be added.  |
| 2         0000070         Dom Cuyamaca         3:G,A2)           3         0000100         Board Of Ed         4           4         0000110         Supt Of Schools         5           5         0000110         Communications         5  | Formula result = 0<br>Help an this function OK Cancel  |
| 6 0000200 Human Resources 7 0000201 Teacher Support 8 0000203 Edge Training 9 0000300 ITS Division Mamt  |  |
| 10 0000327 Sis<br>11 0000345 Graphics<br>12 0000400 Student Services Div Mgmt<br>13 0000400 Child Welfare & Attendance   |  |
| data Resource Descriptions Object Descriptions   |  |

 Sum Range – the range of cells to sum. If omitted, the cells in range are used. In our example we will use Column E (Amount), on the "data" tab.

|  | FAR_GL_DETAILS_Dec15_ExcelTraining [Read-Only] - Excel ? 📧 -  |
|--|---|
| HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW                               | Virtu |
| × 10 × A A = = = ≫ × ₽   | Wr SIME   |
| aste da la BIU-B-Ò-A-EEEEE   |   |
| Format Painter   |   |
| Clipboard 5 Font 5 Alignment   |   |
| Storing and Z Lovers   | Sum_range datarce   |
| 1263 🔹 ! 🗙 🖌 $f_x$ =SUMIF(data!G:G,A2,data!E:E)                            | = 11843.32  |
|  | Adds the cells specified by a given condition or criteria.  |
|  | Sum_range are the actual cells to sum. If omitted, the cells in range are used.   |
| A B C D E F G  |   |
| 63 4 10/21/2015 AP AP00130460 48.600 0100 7366403                          | Fo  |
| 64 4 10/21/2015 AP AP00130460 878.730 0100 9515458                         | Qi Formula result = 11843.32  |
| 65 4 10/21/2015 AP AP00130460 8/2.980 0100 9515458                         | Q Help on this function OK Cancel   |
| 06 4 10/21/2015 AP AP00130460 8460.820 0100 9515458                        | QL  |
| 68 4 10/21/2015 AP AP00130460 7.800 200 6105407                            | La Pinata State Preschon 0000 2100 4300000 457 AP Accruais  |
| 69 4 10/21/2015 AP AP00130460 2327.620 1400 0000714                        | FOR FUND 14 0000 8100 4300000 700 AP Accruais   |
| 70 4 10/21/2015 AP AP00130460 87.820 8755 9010955                          | Jpa W.C. 0000 6000 4300000 900 AP Accruais  |
| 71 4 10/21/2015 AP AP00130460 87.820 6756 9010956                          | Jpa P & L 0000 6000 4300000 900 AP Accruals   |
| 72 4 10/21/2015 AP AP00130460 833.300 6757 9010857                         | Fbc Health 0000 6000 4300000 900 AP Accruals  |
| 73 4 10/22/2015 AP AP00130821 98.800 0100 0000201                          | Teacher Support 0000 2110 4300000 200 AP Accruais   |
| 74 4 10/22/2015 AP AP00130821 64.750 0100 0000203                          | Edge Training 0000 7400 4300000 200 AP Accruals   |
| 75 4 10/22/2015 AP AP00130821 674.400 0100 0000345                         | Graphics 0000 7550 4300000 300 AP Accruais  |
| data         Resource Descriptions         Object Descriptions         (+) |   |

• Click "Ok" once all parameters are entered.

 You will notice that the amount displayed now equals only those amounts showing for resource 0000070. If you want this formula to display down the remainder of the page simply hover your mouse over the formula cell until you see the bolded cross. Once this appears double click.

|      | А        | В                          | С        | D |
|------|----------|----------------------------|----------|---|
| 1    | Resource | Resource Descr             |          |   |
| 2    | 0000070  | Dm Cuyamaca                | 11843.32 |   |
| 3    | 0000100  | Board Of Ed                | 159.95   |   |
| 4    | 0000110  | Supt Of Schools            | 1170.87  |   |
| 5    | 0000111  | Communications             | 927.49   |   |
| 6    | 0000200  | Human Resources            | 16311.99 |   |
| 7    | 0000201  | Teacher Support            | 9337.49  |   |
| 8    | 0000203  | Edge Training              | 426.87   |   |
| 9    | 0000300  | ITS Division Mgmt          | 25236.55 |   |
| 10   | 0000327  | Sis                        | 133.56   |   |
| 11   | 0000345  | Graphics                   | 150655.5 |   |
| 12   | 0000400  | Student Services Div Mgmt  | 215.61   |   |
| 13   | 0000401  | Child Welfare & Attendance | 5457.8   |   |
| 4    | ▶   d    | Object Descripti           | ons      |   |
| READ | ργ       |                            |          |   |