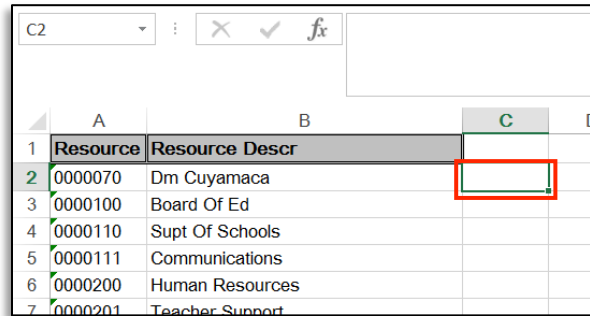## _EXCEL SCREENCAST SCRIPT - SUMIF_

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.
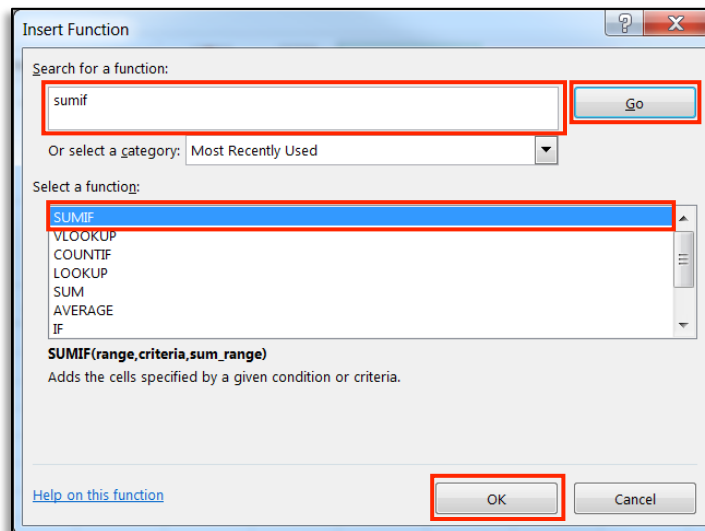
STEPS

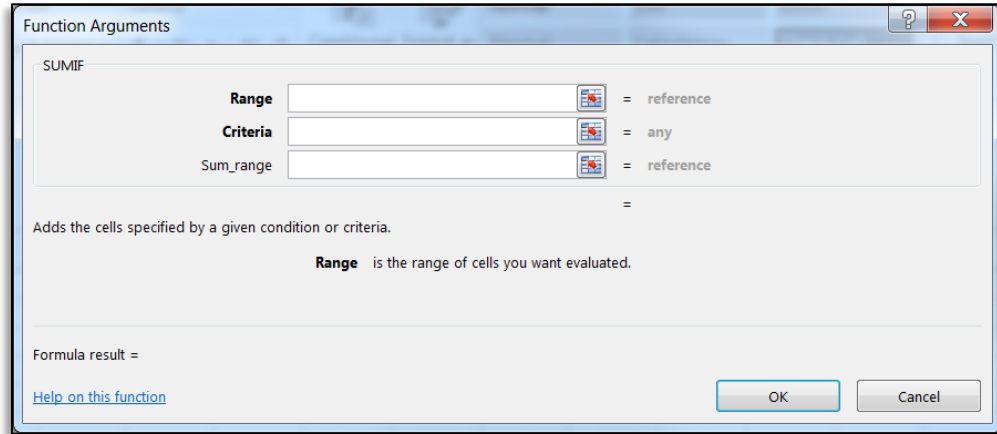- o Begin by selecting the first cell in which you want the "Sumif" formula to appear.


- o Click the function symbol

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

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

Function Arguments		? X
SUMIF		
Range	[ ] 🔲	= reference
Criteria	[ ] 🔲	= any
Sum_range	[ ] 🔲	= reference
		=

Adds the cells specified by a given condition or criteria.

       Range   is the range of cells you want evaluated.

Formula result =

Help on this function   [OK]   [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.
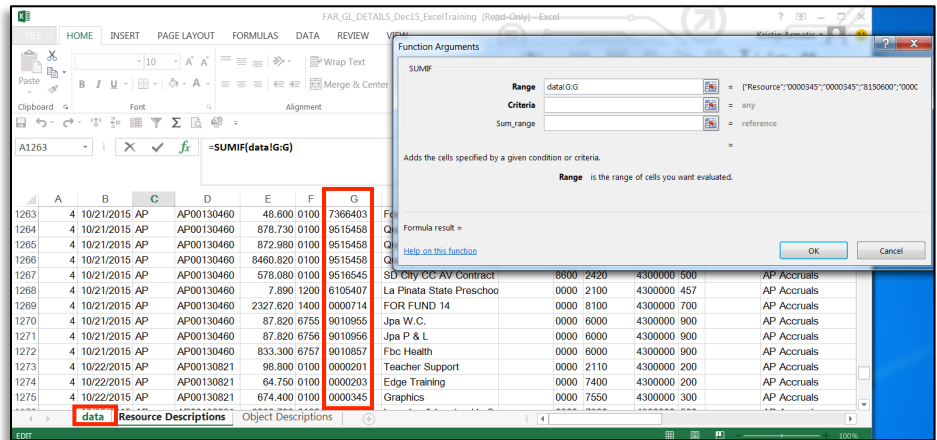
- Criteria – is the condition or criteria in the form of a number, expression, or text that defines which cells will be added. In our example we want it to look for the specific resource number of each row to the left located in column A. Click on cell A2.
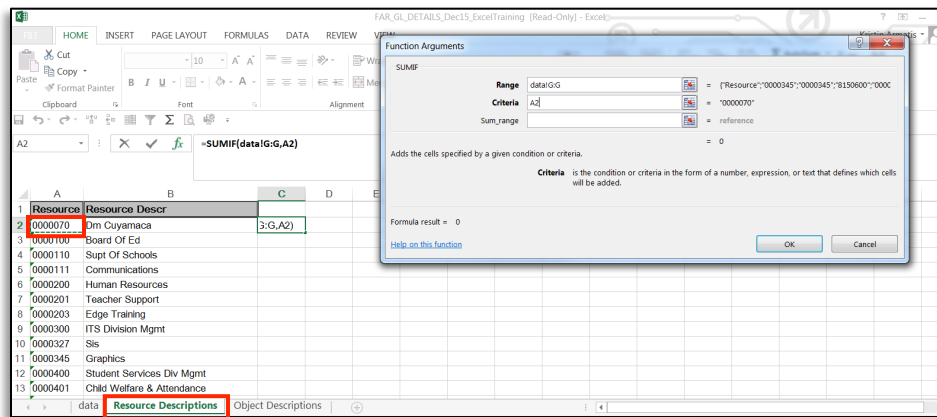
- Sum Range – the range of cells to sum. If omitted, the cells in range are used. In our example we will use Column E (Amount), on the "data" tab.
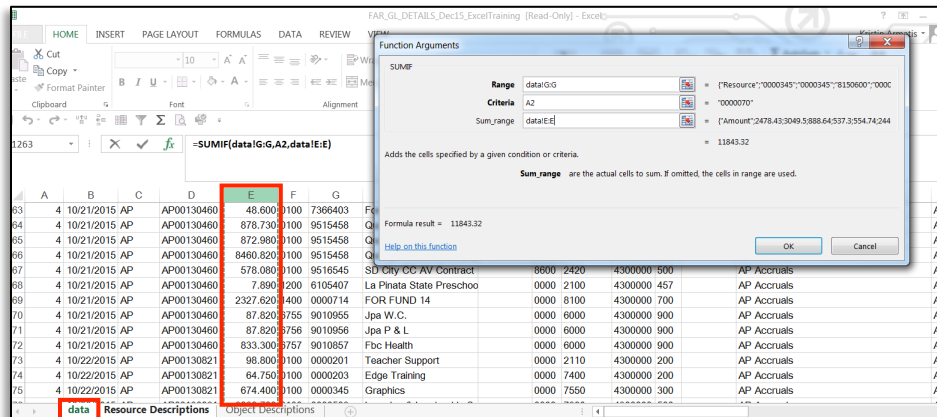
- Click "Ok" once all parameters are entered.

o 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.

	A	B	C	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	

data **Resource Descriptions** Object Descriptions

READY