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Adding numbers like a champ

Here are some ways to add up numbers in Excel:

1. Select the yellow cell under the amounts for fruit.

2. Type **=SUM(D4:D7)**, and then press enter. When you're done, you'll see the result of 170.

3. Here's another way to add, using a shortcut key. Select the yellow cell under the amounts for meat.

4. Press   first. Then, press **Enter**.

5. Now add only the numbers over 50. Select the last yellow cell. Type **=SUMIF(D11:D15,">50")** and then press **Enter**. The result is 100.

[Dive down for more detail](#)

[Next step](#) 

More about the SUM function

Some of the above tips, we taught you how to use the SUM function. Here are more details about it. Double-click a yellow cell on the right, and then read along with the text below.

If the SUM function could talk, it would say this:

...add up the values in the following:

...the values in cells D38, D39, D40, and D41.

=SUM(D38:D41)

is another way it can be used:

the
value:

...the
value in
cell D48...

...the values
in cells G48,
G49, G50,
and G51...

...and
100.

`SUM (D48 , G48 : G51 , 100)`

Formula above uses the following:

Single cell reference, which is the "address" or "name" of a cell. D48 is the single cell reference in the formula above.

Range of cells, which is a series of cells starting at one cell and ending at another. G48:G51 is the range of cells in the formula.

Constant. The constant in this formula is the number 100.

More about the SUMIF function

I also showed you the SUMIF function at the top of this sheet. The SUMIF function sums totals based on a criterion. If the SUMIF function could talk, it would say this:

Sum up some
values based
on this
criterion:

....Look through
these cells...

...and if the
value is
greater than
50, sum it up.

`SUMIF (D73 : D77 , ">50 ")`

Tip: If you find you are making a lot of SUMIF formulas, you might find that a PivotTable is a better solution. [See the PivotTable worksheet for more information.](#)

More information on the web



[All about the SUM function](#)



[All about the SUMIF function](#)



[Use Excel as your calculator](#)



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Fruit	Amount
Apples	50
Oranges	20
Bananas	60
Lemons	40

Meat	Amount
Beef	50
Chicken	30
Pork	10
Fish	50

Item	Amount
Bread	50
Donuts	100
Cookies	40
Cakes	50
Pies	20

Item	Amount
Bread	50
Donuts	100
Cookies	40
Cakes	50
Pies	20



EXTRA CREDIT

Try adding another SUMIF formula here, but add amounts that are *less than 100*. The result should be 160.

Fruit	Amount
Apples	50
Oranges	20
Bananas	60
Lemons	40
	170



CHECK THIS OUT

Select these cells. Then in the lower-right corner of the Excel window, look for this:

Sum: 170

That's just another way to quickly find a total.

Item	Amount
Table	20

Item	Amount
Cars	20
Trucks	10
Bikes	10
Skates	40

Total:
#NAME?



IMPORTANT DETAIL

Double-click this cell. You'll notice the *100* toward the end. Although it's possible to put numbers in a formula like this, we don't recommend it unless it's absolutely necessary. This is known as a **constant**, and it's easy to forget that it's there. We recommend referring to another cell instead, like cell D16. That way it's easily seen and not hidden inside a formula.

Item	Amount
Bread	50
Donuts	100
Cookies	40
Cakes	50
Pies	20
	100

Item	Amount
Bread	50
Donuts	100
Cookies	40
Cakes	50
Pies	20
	200



GOOD TO KNOW

Double-click this cell and you'll see that the formula is different. Specifically, the sum criteria is " ≥ 50 " which means greater than or equal to 50. There are other operators you can use like " ≤ 50 " which is *less than or equal to 50*. And there's " $\neq 50$ " which is *not equals 50*.