Using the SUMIF Function

The SUMIF function is used to add together a number of cells that have a certain condition.

**Step 1**
Click the cell that the formula should be in. Type in the equals sign. Start typing in the word SUMIF and select the function when it becomes available.

![Cells being summed up](image1.png)

**Step 2**
Select the range to be summed up.

![Cells being summed up](image2.png)

**Step 3**
Type in the criteria to make a specified condition, for example, 1000 if customers who spent $1,000 are to be summed up.

![Cells being summed up](image3.png)
Step 4
Press the enter button on the keyboard.

More Information
For access to additional information, tutorials and workshops, please visit the Center for Academic Technology website, http://www.butler.edu/it/cat, contact any Center for Academic Technology staff member at training@butler.edu, or contact the Information Commons desk in Irwin Library at infocommons@butler.edu or 940-9235.

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