**Intro To Office 2013 Video Project 21: Excel Basics 03**

**Introduction Project 03**

**Counting & Adding: COUNT, COUNTA, SUM, COUNTIFS, SUMIFS Functions**

**Goal in video:** Learn how to count or add all the items. Learn how to count or add with conditions or criteria.

Topics Covered in Video:

1. Excel functions for counting and adding:
   1. Counting:
      1. Count all the numbers: **COUNT function**.
      2. Count all the cells that are not empty (can be used for counting words): **COUNTA function**.
      3. Count just come of the items in a range of cells: **COUNTIFS function**.
   2. Adding:
      1. Add all the numbers: **SUM function**.
      2. Add just some of the numbers in a range of cells: **SUMIFS function**.
2. New Keyboard Shortcut:
   1. None in this video.