# Office 2016 - Excel Basics 19

Video/Class Project #31

Excel Basics 19: SUMIFS, COUNTIFS, AVERAGEIFS, MINIFS, MAXIFS functions to make calculations with one or more conditions or criteria

Goal in video # 19: Learn about how to use SUMIFS, COUNTIFS, AVERAGEIFS, MINIFS, MAXIFS functions to make calculations with one or more conditions or criteria.

Topics Covered in Video:

We have already seen four Videos in this class that show how to use the SUMIFS function to add with a condition and & COUNTIFS function to count with a condition:

1) Excel Basics 3: Count & Add with COUNT, COUNTA, SUM, COUNTIFS, SUMIFS Functions (Intro Excel #3)

A	Α	В	С	D E	F.	G
1	Date	SalesRep	Sales	Goal: Count	How Many Sales Gi	gi Made
2	10/23/2017	Chin	\$100	Criteria	Count	
3	10/23/2017	Gigi	\$200	Gigi	4	=COUNTIFS(B2:B10,E3)
4	10/24/2017	Dawn	\$100			COUNTIFS counts with one condition
5	10/24/2017	Chin	\$300			
6	10/24/2017	Chin	\$700	Goal: Add th	ne Sales for Gigi	
7	10/23/2017	Dawn	\$100	Criteria	Sum	
8	10/24/2017	Gigi	\$200	Gigi	\$1,100	=SUMIFS(C2:C10,B2:B10,E8)
9	10/24/2017	Gigi	\$500			SUMIFS adds with one condition
10	10/23/2017	Gigi	\$200			
-1-1						

## COUNTIFS(criteria\_range1, criteria1)

- Counts just some of the items in a range of cells based on a condition of set of criteria. Can count with 1 or more conditions/criteria.
- criteria\_range1 argument will contain the range with all the items to possible count.
- **criteria1** argument contains the condition or criteria that tells the function what to count. Conditions and criteria could be things like:
  - 1. Text (like "Gigi").
  - 2. Dates or Numbers like: 10/23/2017

## SUMIFS(sum\_range, criteria\_range1, criteria1)

- Add just some of the numbers in a range based on a condition of set of criteria. Can add with 1 or more conditions/criteria.
- **sum\_range** argument will contain the range with the numbers.
- criteria\_range1 argument will contain the range with all the items to possible consider.
- **criteria1** argument contains the condition or criteria that tells the function what to consider. Conditions and criteria could be things like:
  - 1. Text (like "Gigi").
  - 2. Dates or Numbers like: 10/23/2017

2) Excel Basics 4: PivotTables & SUMIFS Function to Create Summary Reports (Intro Excel #4)



3) Excel Basics 12: Complete Formula Lesson of Formula Types & Formula Elements 12 Examples

	Α	В	C	D	Е	F	G
1	Product	Sales		Goal: Count how ma	any of each pr	oduct we sold	
2	Quad	\$43.00		Product	Count		
3	Sunset	\$23.00		Aspen	1	=COUNTIFS(\$A\$2:\$	A\$7,D3)
4	Sunset	\$23.00		Quad	3	COUNTIFS counts v	vith one condition
5	Quad	\$43.00		Sunset	2		
6	Aspen	\$19.95					
7	Quad	\$43.00					

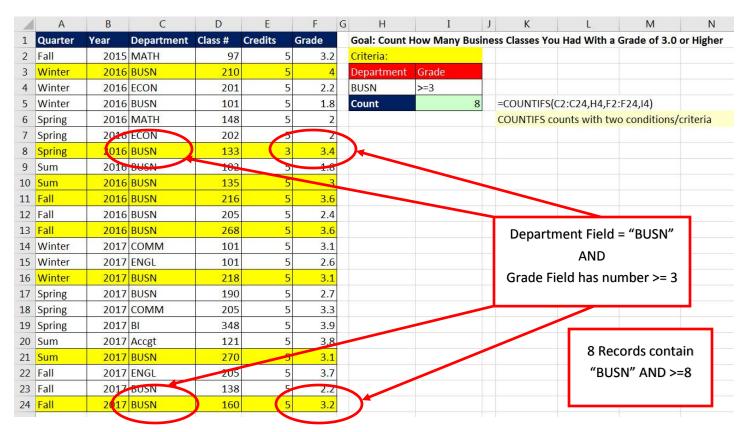
4) Excel Basics 18: Defined Names in Excel Formulas & Functions & For Jump Go To!

- 4	Α	В	С	D	Ε	F	G	Н	I	J	K
1	Transaction #	Date	Sales	SalesRep		Goal: Cre	ate SalesRep Sal	es	Report with SUM	FS Function and [	Defined Names
2	12568	12/1/2014	\$19,161	Jo		SalesRep	Sales				
3	12569	12/1/2014	\$15,027	Gigi		Jo	\$52,103.00		=SUMIFS(Sales,Sa	ales Rep, F3)	
4	12570	12/2/2014	\$12,953	Chin		Gigi	\$44,124.00		SUMIFS adds wit	h one condition	
5	12571	12/2/2014	\$12,670	Jo		Chin	\$34,843.00				
6	12572	12/2/2014	\$8,893	Gigi							
7	12573	12/3/2014	\$4,667	Chin							
8	12574	12/3/2014	\$20,272	Jo							
9	12575	12/3/2014	\$20,204	Gigi							
10	12576	12/3/2014	\$17,223	Chin							

- 5) Now we want to see how to make calculations with one or more conditions / criteria using these functions:
  - i. SUMIFS: Adds numbers with one or more conditions or criteria
  - ii. COUNTIFS: Counts with one or more conditions or criteria
  - iii. AVERAGEIFS: Averages numbers with one or more conditions or criteria
  - iv. MAXIFS: Finds Maximum number with one or more conditions or criteria
  - v. MINIFS: Finds Minimum number with one or more conditions or criteria

## 6) Example 1:

i. Using COUNTIFS Function to count how many Business classes you had with a grad of 3.0 or higher



ii. In this example COUNTIFS has to count the records that contain the Department "BUSN" AND has a grade that is equal to or bigger than 3.0. This means that for each record in the Proper Data Set, there has to be the text "BUSN" in the Department Field AND a number greater than or equal to 3 in the Grade Field.

## 7) Comparative Operators

=	Equal: are two things equal?					
<>	Not: are two things not equal? Type less than symbol, then greater than symbol.					
>	Greater than: is the thing on the left greater than the thing on the right?					
>=	Greater than or equal to: is thing on the left greater than or equal to thing on the right?					
<	Less than: is the thing on the left less than the thing on the right?					
<=	Less than or equal to: is the thing on the left less than or equal to the thing on the right?					

Comparative Operator:	=	>	>=	<	<=	<b>&lt;&gt;</b>
			greater than or		less than or equal	
	equal	greater than	equal to	less than	to	not
Possible Words:		more than	at least	below	at most	complement of
		above	no less than	under	no more than	
			X or more		X or less	
			greater than or		less than or equal	
	equals 2000	greater than 2000	equal to 2000	less than 2000	to 2000	not 2000
Francisco of Woods	- 13					complement of
Examples of Words:		more than 2000	at least 2000	below 2000	at most 2000	2000
		above 2000	no less than 2000	under 2000	no more than 2000	
			2000 or more		2000 or less	
				-		
	If Hurdle:					
	2000					

### 8) Logical Tests

- i. A Logical Test is a test that evaluates to TRUE or FALSE.
- ii. Logical Tests have only two possible answers: TRUE or FALSE.
- iii. Examples of Single Logical Tests:
  - 1. "Busn" = "Busn" this evaluates to TRUE
  - 2. "ECON" = "Busn" this evaluates to FALSE
  - 3. 3.2>=3 this evaluates to TRUE
  - 4. 2.7>=3 this evaluates to FALSE
  - 5. 12=12, this evaluates to TRUE
  - 6. 11=12, this evaluates to FALSE
  - 7. "Dog"="Dog", this evaluates to TRUE
  - 8. "Cat"="Dog", this evaluates to FALSE
  - 9. 500>=500, this evaluates to TRUE
  - 10. 499.99>=500, this evaluates to FALSE
- iv. Excel and Access are not case sensitive
  - 1. "BUSN" = "Busn"

### 9) AND Logical Test

- The Goal of an AND Logical Test is to run two or more logical tests and see if ALL logical tests evaluate to TRUE.
- Think of: "If you take out the garbage AND clean the table, you get desert". Only if you get two TRUEs (took out garbage AND cleaned the table) do you get desert.
- For an AND Logical Test with two tests we can get these possible answers:
  - FALSE, FALSE
  - 2. TRUE, FALSE
  - 3. FALSE, TRUE
  - 4. TRUE, TRUE.
- Only #4 example (TRUE, TRUE) will yield a TRUE from the AND Logical Test.
- For an AND Logical Test to evaluate to TRUE, you must get "All Are TRUE".
- Functions that can perform AND Logical Tests:
  - 1. SUMIFS: Adds numbers with one or more conditions or criteria
  - 2. COUNTIFS: Counts with one or more conditions or criteria
  - 3. AVERAGEIFS: Averages numbers with one or more conditions or criteria
  - 4. MAXIFS: Finds Maximum number with one or more conditions or criteria
  - 5. MINIFS: Finds Minimum number with one or more conditions or criteria
- If we enter more than one criteria\_range argument and more than one criteria argument into SUMIFS, COUNTIFS, AVERAGEIFS, MAXIFS, or MINIFS we are performing an AND Logical Test with AND Criteria.

• Picture of an AND Logical Test:

<u>AND Logical Test</u> Means We Have Two or More Logical Tests and All Tests Must Come Out TRUE Think of: "If you take out the garbage AND clean the table, you get desert".

Only if you get two TRUEs (took out garbage AND cleaned the table) do you get desert.

Goal: Count How Many BUSN Classes You Had With a Grade of 3 or Higher

## The AND Logical Test is:

the Department Field must contain BUSN

AND

the Grade Hurdle Field must contain a number that is >= 3.

#### Criteria:

Department	Grade Hurdle
BUSN	>=3

### In Order to Count The Record, you Must Get Two TRUEs!!!!

Quarter	Year	Department	Class #	Credits	Grade
Winter	2016	ECON	201	5	2.2
Sum	2016	BUSN	102	5	1.8
Winter	2017	COMM	101	5	3.1
Winter	2016	BUSN	210	5	4

### AND Logical Test must get Two TRUEs:

Quarter	Year	Department	Class #	Credits	Grade
		FALSE			FALSE
		TRUE			FALSE
		FALSE			TRUE
		TRUE			TRUE

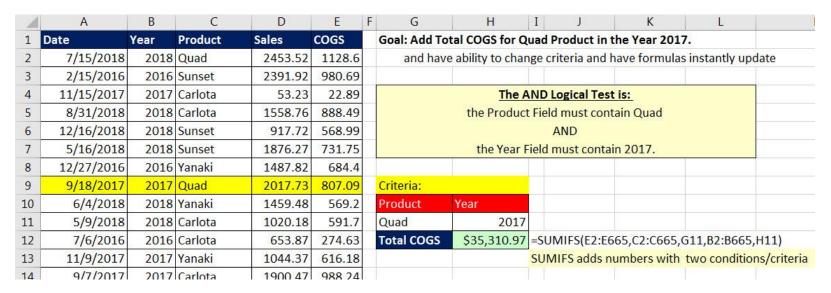
- 10) Compare SUMIFS and similar Functions and PivotTables for making Calculations with Conditions or Criteria.
  - Advantage of PivotTable:
    - 1. Quick and easy to make.
    - 2. Conditions or Criteria in Rows or Columns area are created automatically by dragging a field to Rows or Columns area. When you drag a field to the Rows or Columns area a unique list of items from the field is created.
  - Disadvantage of PivotTable:
    - 1. If source data changes, you must right-click PivotTable and point to Refresh.
    - 2. Sometimes the Conditions or Criteria you want to use in your calculation is hard to create using a PivotTable. For example, if you use a comparative operator with your Conditions or Criteria, it may be hard to create the calculation using a PivotTable.
  - Advantage of SUMIFS:
    - 1. If source data changes, formulas update instantly.
    - 2. If you have Conditions or Criteria that use Comparative Operators, it is often easier to use SUMIFS and other similar Functions than it is to use a PivotTable.
  - Disadvantage of SUMIFS:
    - 1. Have to type out conditions/criteria for Rows or Columns area.
    - 2. When making Calculations with Conditions or Criteria, it often takes longer to create a formula solution than it does to create a PivotTable solution.

# Following are the 10 examples as seen in the video:

1	Α	В	С	D	E	F	G	Н	I	J	K	L	M	N
1	Quarter	Year	Department	Class #	Credits	Grade		Goal: Count He	ow Many BUSI	V Cla	sses You Ha	d With a Grad	de of 3 or Hig	her
2	Fall	2015	MATH	97	5	3.2	1	and have	ability to chang	ge cr	iteria and ha	ve formulas ir	nstantly updat	te
3	Winter	2016	BUSN	210	5	4								
4	Winter	2016	ECON	201	5	2.2			The A	AND	Logical Test	is:		
5	Winter	2016	BUSN	101	5	1.8			the Departme	ent F	ield must co	ntain BUSN		
6	Spring	2016	MATH	148	5	2					AND			
7	Spring	2016	ECON	202	5	2		the	Grade Field m	ust c	ontain a nur	nber that is >=	=3.	
8	Spring	2016	BUSN	133	3	3.4								
9	Sum	2016	BUSN	102	5	1.8		Criteria:						
10	Sum	2016	BUSN	135	5	3		Department	Grade Hurdle					
11	Fall	2016	BUSN	216	5	3.6		BUSN	>=3					
12	Fall	2016	BUSN	205	5	2.4		Count		8 =C	OUNTIFS(C2	2:C24,H11,F2:	F24,I11)	
13	Fall	2016	BUSN	268	5	3.6				CC	OUNTIFS cou	nts with two	conditions/cri	teria
14	Winter	A CONTRACTOR OF THE PARTY OF TH	COMM	101	5	3.1								
15	Winter	2017	ENGL	101	5	2.6		** This is an ex	cample of wher	re us	ing COUNTII	S would be ea	asier than tryi	ng to use a PivotTable
16	Winter		BUSN	218	5	3.1		because o	ur condition u	ses a	comparativ	e operator (w	e have a hurd	le as a condition).
17	Spring	2017	BUSN	190	1350	2.7								
18	Spring		COMM	205	5	3.3								
19	Spring	2017	BI	348		3.9								
20	Sum		Accgt	121	5	3.8			-					
21	Sum	Saza sa	BUSN	270	5	3.1								
22	Fall	A CONTRACTOR OF THE PARTY OF TH	ENGL	205	5	3.7								
23	Fall		BUSN	138	11.00	2.2								
24	Fall	2017	BUSN	160	5	3.2			3					

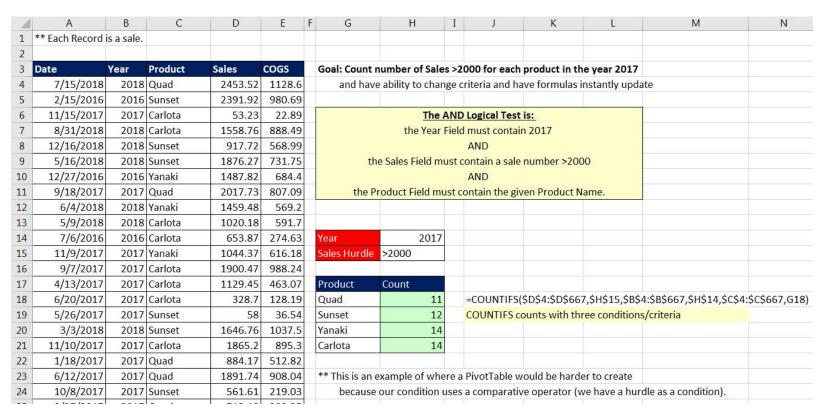
1	А	В	C	D	E	F	G	Н	I	J	K	L	М	
1	Quarter	Year	Department	Class #	Credits	Grade		Goal: Add Tota	l Credits for BU	JSN	Classes in t	he Year 2017	7.	
2	Fall	2015	MATH	97	5	3.2		and have	ability to change	e cr	teria and hav	ve formulas i	nstantly update	e
3	Winter	2016	BUSN	210	5	4								
4	Winter	2016	ECON	201	5	2.2			The Al	ND	Logical Test	is:		
5	Winter	2016	BUSN	101	5	1.8			the Departmen	nt F	eld must cor	itain BUSN		
6	Spring	2016	MATH	148	5	2					AND			
7	Spring	2016	ECON	202	5	2		di .	the Year Fi	eld	must contair	2017.		
8	Spring	2016	BUSN	133	3	3.4								
9	Sum	2016	BUSN	102	5	1.8		Criteria:						
10	Sum	2016	BUSN	135	5	3		Department	Year					
11	Fall	2016	BUSN	216	5	3.6		BUSN	2017					
12	Fall	0200200000	BUSN	205	5	2.4		Total Credits	25	=S	UMIFS(E2:E2	4,C2:C24,H1	1,B2:B24,I11)	
13	Fall	Socialculus	BUSN	268	5	3.6				SU	MIFS adds n	umbers with	two condition	s/criteria
14	Winter	-	COMM	101	5	3.1								
15	Winter	2017	ENGL	101	5	2.6								
16	Winter	2017	BUSN	218	5	3.1								
17	Spring	2017	BUSN	190	5	2.7								
18	Spring		COMM	205	5	3.3	-							
19	Spring	2017	some many	348	5	3.9	-							
20	Sum	2017	Accgt	121	5	3.8								
21	Sum	2017	BUSN	270	5	3.1								
22	Fall		ENGL	205	5	3.7								
23	Fall		BUSN	138	5	2.2								
24	Fall	2017	BUSN	160	5	3.2								

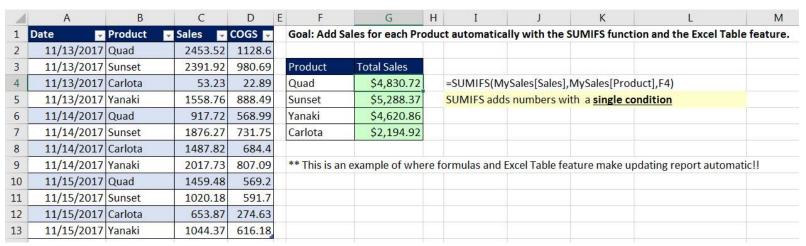
1	А	В	C	D	E	F	G H	I	J	K	L	M	N
1	Quarter	Year	Department	Class #	Credits	Grade	Goal: Average	Grades for BU	SN Clas	ses in the	Year 2017.		
2	Fall	2015	MATH	97	5	3.2	and have	ability to change	e criter	ia and hav	e formulas ins	stantly upda	te
3	Winter	2016	BUSN	210	5	4							
4	Winter	2016	ECON	201	5	2.2		The A	ND Log	gical Test is	<u>s:</u>		
5	Winter	2016	BUSN	101	5	1.8		the Departmen	nt Field	must cont	tain BUSN		
6	Spring	2016	MATH	148	5	2			AN	D			
7	Spring	2016	ECON	202	5	2		the Year F	ield mu	ıst contain	2017.		
8	Spring	2016	BUSN	133	3	3.4							
9	Sum	2016	BUSN	102	5	1.8	Criteria:						
10	Sum	2016	BUSN	135	5	3	Department	Year					
11	Fall	2016	BUSN	216	5	3.6	BUSN	2017	7				
12	Fall	W.C. (1977)	BUSN	205	5	2.4	Average	2.86	=AVE	RAGEIFS(F	2:F24,C2:C24	,H11,B2:B2	4,111)
13	Fall	2016	BUSN	268	5	3.6			AVER	AGEIFS ave	erages numbe	ers with two	conditions/criteria
14	Winter	.0	COMM	101	5	3.1							
15	Winter	2017	ENGL	101	5	2.6							
16	Winter	100000000000000000000000000000000000000	BUSN	218	5	3.1							
17	Spring	2017	BUSN	190	5	2.7							
18	Spring	2017	COMM	205	5	3.3							
19	Spring	2017	BI	348	5	3.9							
20	Sum	2000000000000	Accgt	121	5	3.8							
21	Sum	AND DESCRIPTION OF THE PARTY OF	BUSN	270	5	3.1	N.						
22	Fall	2017	ENGL	205	5	3.7							
23	Fall	2017	BUSN	138	5	2.2							
24	Fall	2017	BUSN	160	5	3.2							





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4	Α	В	C	D	E	F	G	Н	I	J	K	L	М	N	0	Р
		Time to Assemble Product														
1 Po	st	at Post (Seconds)		Goal: Count how man	ny times a	Pos	t fell below	required <10	second ass	embly time.		Assembly	Line With	12 Posts:		
2		. 9												TAKE		
3	2	9.2		AND Logical Test: Pos	t has to ed	qual	given post A	ND Seconds	<10			-	111			
4	;	8.3										all to	100			
5	1	8.3		Hurdle in Seconds:	<10							130				
6	ţ	8.8										<b>电影</b>				
7	(	10		Post	Count								Total .			
8	5	10.7		1	38	3	=COUNTIFS	(\$A\$2:\$A\$58	39,D8,\$B\$2:	\$B\$589,\$E\$5	5)			TE SE		
9	8	8		2	41	l	COUNTIFS	counts with to	wo condition	ns/criteria						
10	9	9.1		3	45	5										
11	10	10.7		4	40	)										
12	1:			5	45	-							12		RENDE	
13	12	8.5		6	42	)										
14		10		7	17	_										
15		8.6		8	48											
16	3	3.2		9	45	-										
17		8.3		10	42	_										
18		8.1		11	19											
19	(			12	39	)										
20	3	9.1														
21	8			** This is an example												
22	9	E 1717.		because our con	dition uses	sac	omparative	operator (we	have a huro	lle as a condi	tion).					
		8.3								dle as a condi	tion).					

# 9) Example 9 & 10

-24	A	В	C	D	E	F	G H	1	J	K	L	M	N	0
1		**Time to Assemble Produ	(Seconds)											
2														
3	Post	▼ Seconds	a	Goal: Find Min Time f	st. And ha	t. And have formulas update automatically.				Assembly Line With 12 Posts:				
4		1 9	9								at the same of the	A CONTRACTOR	TANK.	
5		2 9.2	2	MINIFS and MAXIFS a	MINIFS and MAXIFS are New Functions in Office 365 for Excel 2016 or later							11	1	12)
6		3 8.3	3											AND COM
7		4 8.3	3	Post	Min I	Max						TIVE S		
8		5 8.8	3	1	7.8	10.5	In Cell E8 is: =MI	NIFS(AssemblyTimes[Se	conds],AssemblyTime	s[Post],D8)	<b>阿里</b>		TOTAL PROPERTY.	46
9		6 10		2	7.8	10.4	MINIFS finds small	allest value with one or	more conditions			To large		
10		7 10.7	7	3	7.5	11								11/
11		8 8	3	4	7.8	11	In Cell F8 is: =MA	AXIFS(AssemblyTimes[S	econds],AssemblyTime	es[Post],D8)			السلا	
12		9 9.1	L	5	7.3	10.5	MAXIFS finds biggest value with with one or more conditions							
13		.0 10.3	3	6	7.6	10.7								
14	1	.1 9.9	9	7	9	12.1					1			Nagara
15	1	.2 8.5	5	8	7.5	10.4								
16		1	)	9	7.5	11.2								
17		2 8.6	5	10	7.2	10.3								
18		3 9.1	L	11	9.2	11.75								
19		4 8.3	3	12	7.5	11.1								
20		5 8.1												
21		6 10.4	1	** This is an example	of where a	PivotTabl	e would be easy to	create, but it would not	update without a "Re	fresh"				
22	i i	- 0.4												