

## Looking at Countifs, Sumifs & Averageifs

A simple formula is:

Countifs, select the column to sum first, then add the criteria's

In the below example, column B is the column I am going to search (B:B).

Next what am I searching for? - The item in J3 (Full Time)

But to count these item they must match a couple more items.

Column G is Job rating and must be a 5. Column E is Years and must be greater than equal to 10

Name	Status	Department	Hire Date	Years	Salary	Job Rating
James	Contract	Quality Control	24-Jul-01	15	77,700	5
Adams, David	Full Time	Quality Control	1-Oct-13	3	109,640	5
Adkins, Michael	Full Time	Manufacturing	16-Apr-04	13	81,640	4
Aguilar, Kevin	Full Time	Operations	12-Feb-06	11	65,210	5

When you press [Enter] your formula counts and sums all records that match your request.

**SumIFS**, select the column to sum first, then add the criteria's (*just like the structure above*)

The F column (*Salary*) is used in this example, because we want the sum of Salaries.

Employee Name	Status	Department	Hire Date	Years	Salary	Job Rating
Abbott, James	Contract	Quality Control	24-Jul-01	15	77,700	5
Adams, David	Full Time	Quality Control	1-Oct-13	3	109,640	5
Adkins, Michael	Full Time	Manufacturing	16-Apr-04	13	81,640	4
Aguilar, Kevin	Full Time	Operations	12-Feb-06	11	65,210	5