

Use the **DSUM()** Function With the *fx* Wizard

The **DSUM()** function calculates the total of a numerical column in a data list, based on one or more criteria.

In the table below, you'll see:

- a data list on the bottom right, which includes a "Sales" column.
- a blue table on the top right which shows the "criteria" needed to use the function.

You want to calculate the total sales for the "Dress" garment category.

	A	B	C	D	E	F	G
1	Function: INDEX()						
2							
3		Total Sales of Dresses		Item	Color		
4				Dress			
5							
6				Item	Color	Sales	
7				Pants	Blue	6,210	
8				Dress	Green	8,843	
9				Sweater	Red	2,201	
10				Dress	White	7,616	
11				Skirt	Green	5,136	

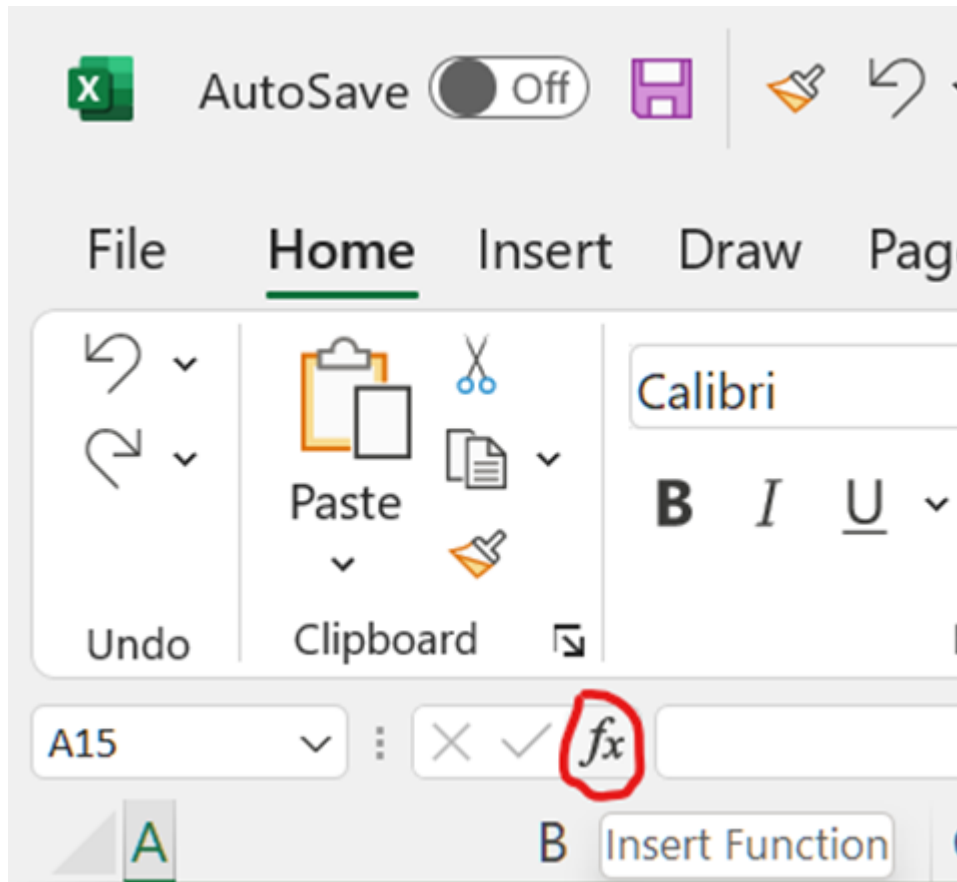
In B4, you want to add total dress sales

We'll therefore use the **DSUM()** function to complete this calculation.

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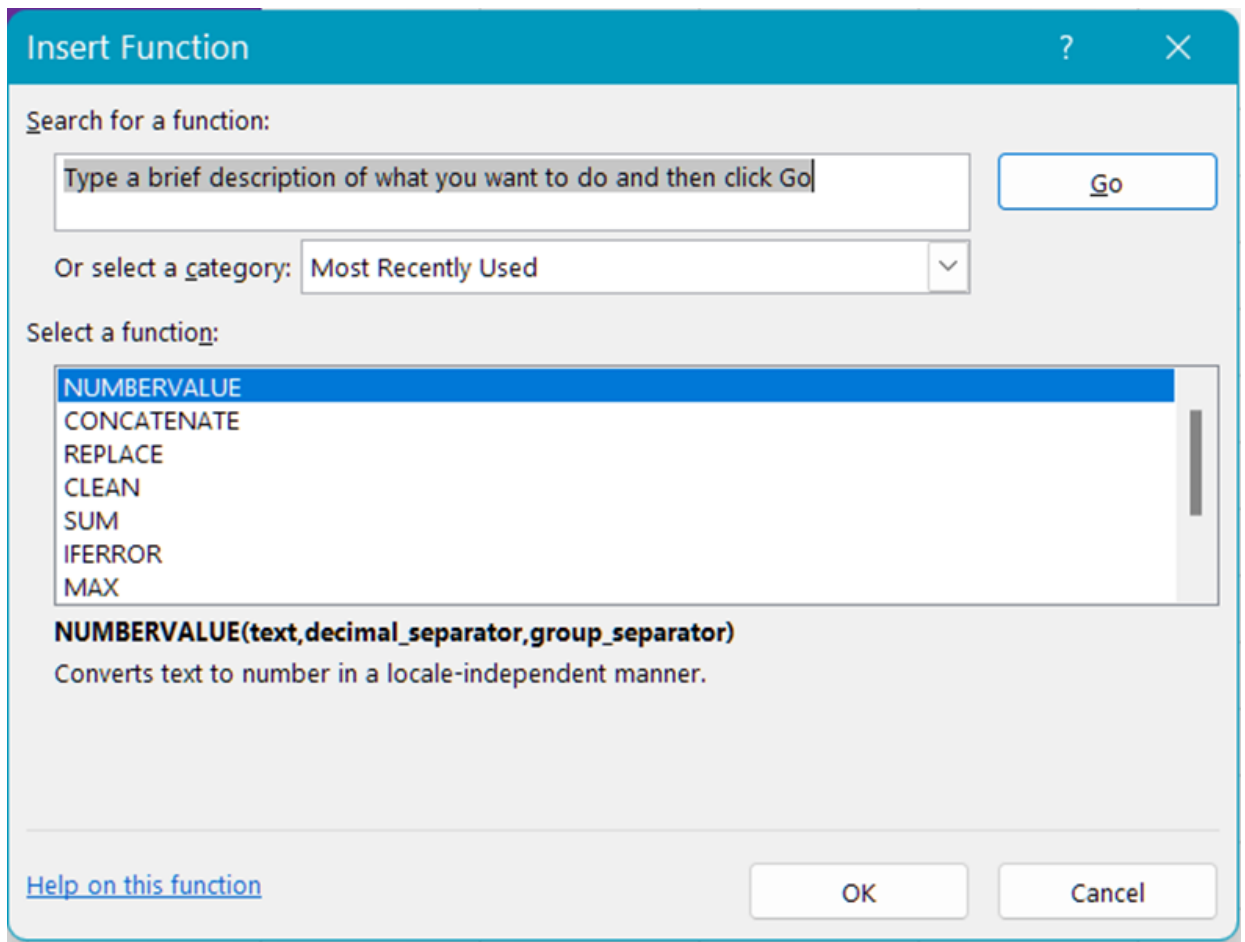
To use this function with the fx wizard:

- Click on the "fx" icon to the left of the formula bar.



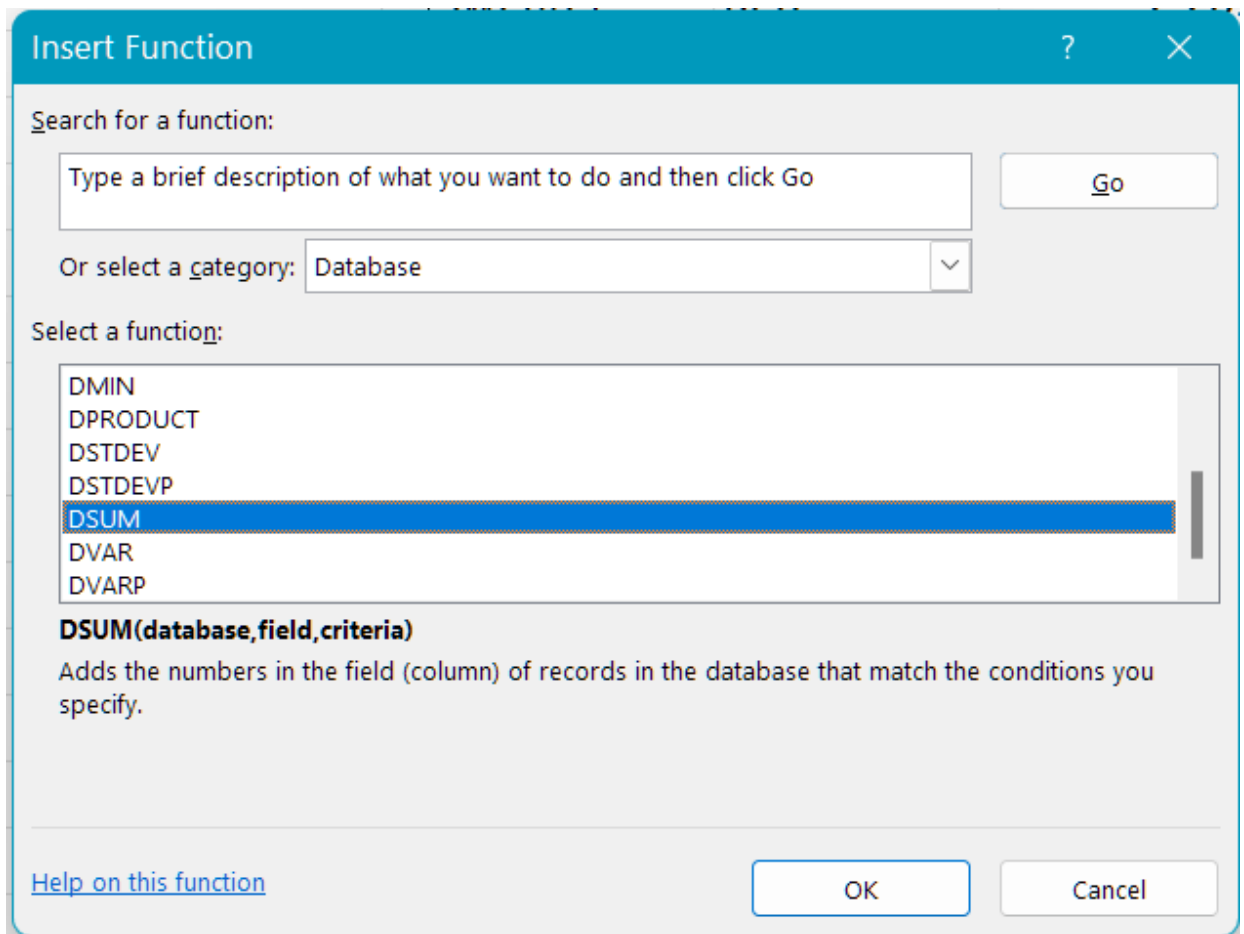
Click on the fx icon shown here in red

- The “Insert Function” dialog box opens up:



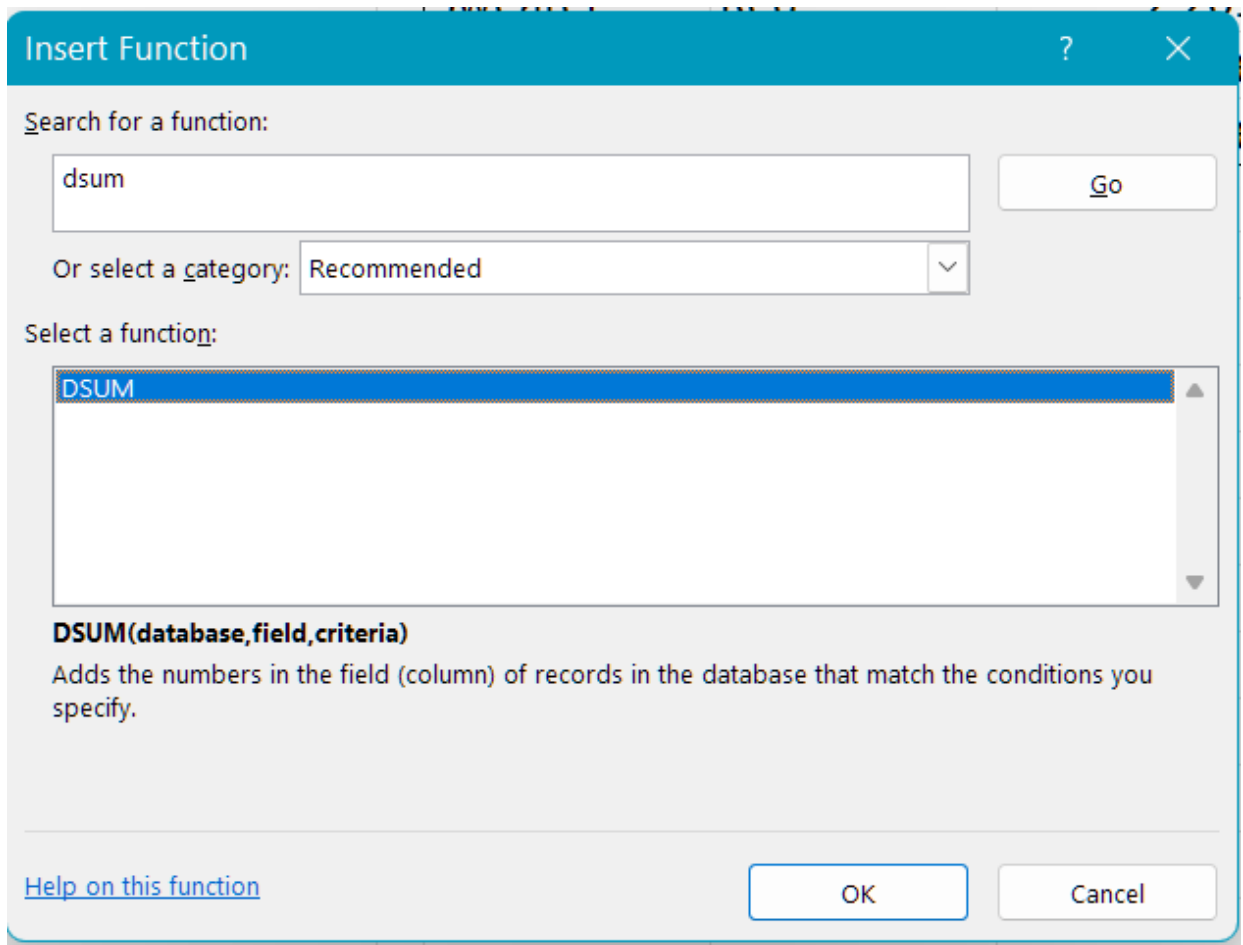
The "fx" icon opens the "Insert Function" dialog box

- Select the function:
 - Either by selecting "DSUM" in the "Database" category:



The DSUM() function via the Database category

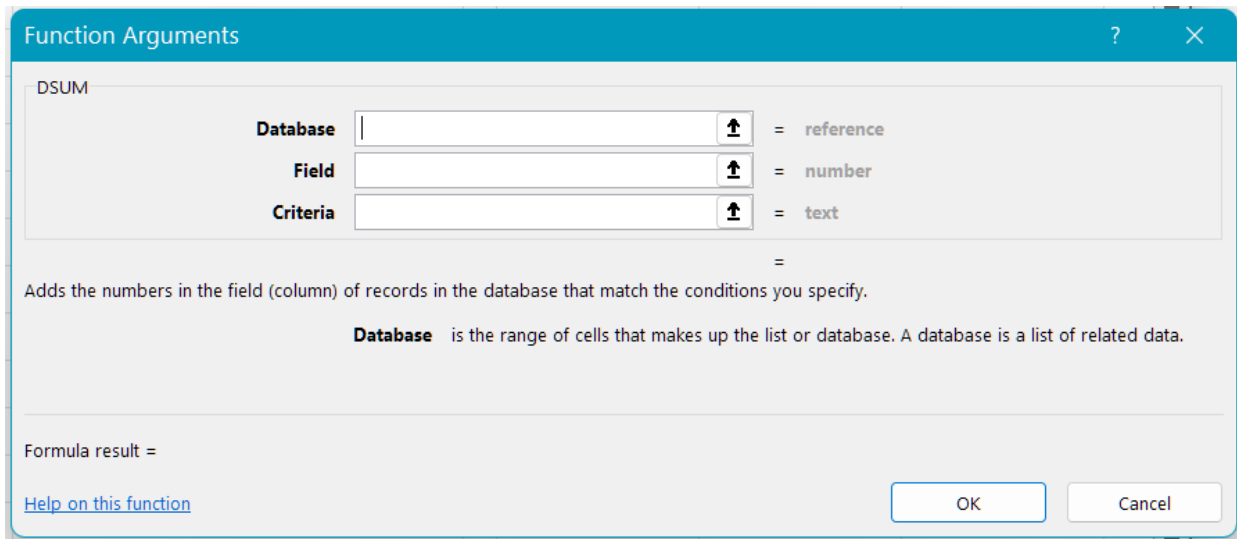
- Or by typing "dsum" into the search field:



The DSUM() function via the search field

- Click OK.

- The "Function Arguments" dialog box opens up:



The DSUM "Function Arguments" dialog box opens up

- Click on the button to the right of the first argument and select the cell range from the data list, i.e., D6:F11.



Select the cell range which contains the data list

- Click on the button to the right of the second argument, and select the name of the numerical field ("Sales"), i.e., F6.



Select F6, the cell reference for the numerical "Sales" field

- Click on the button to the right of the third argument, and select the cell range for the criteria, i.e., D3:E4.



Select the cell range containing the criteria (blue color)

- Click OK. Excel has calculated the total!

	A	B	C	D	E	F
1	Function: INDEX()					
2						
3		Total Sales of Dresses		Item	Color	
4		16459		Dress		
5						
6				Item	Color	Sales
7				Pants	Blue	6,210
8				Dress	Green	8,843
9				Sweater	Red	2,201
10				Dress	White	7,616
11				Skirt	Green	5,136

The total dress sales (yellow rows) have been calculated

Ta-da! Now you know how to use the fx wizard to set up this function! 😊