

# Use the **SUMIF()** Function With the *fx* Wizard

The **SUMIF()** function calculates the sum of a numerical field in a data list, based on a sole criterion.

In the table below, you'll see that the data list contains a "Sales" column.

You want to calculate the total sales (1st criterion) for the garment "Dress."

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

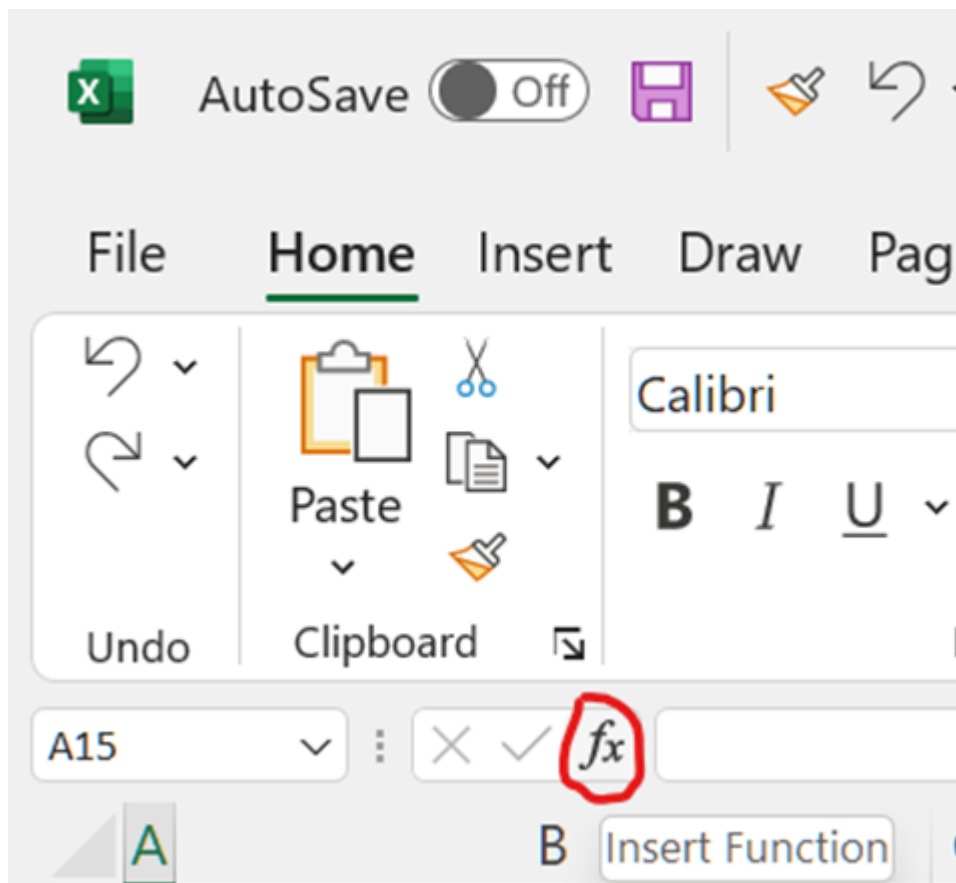
*In cell B4, you want to calculate total dress sales*

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

## OPENCLASSROOMS

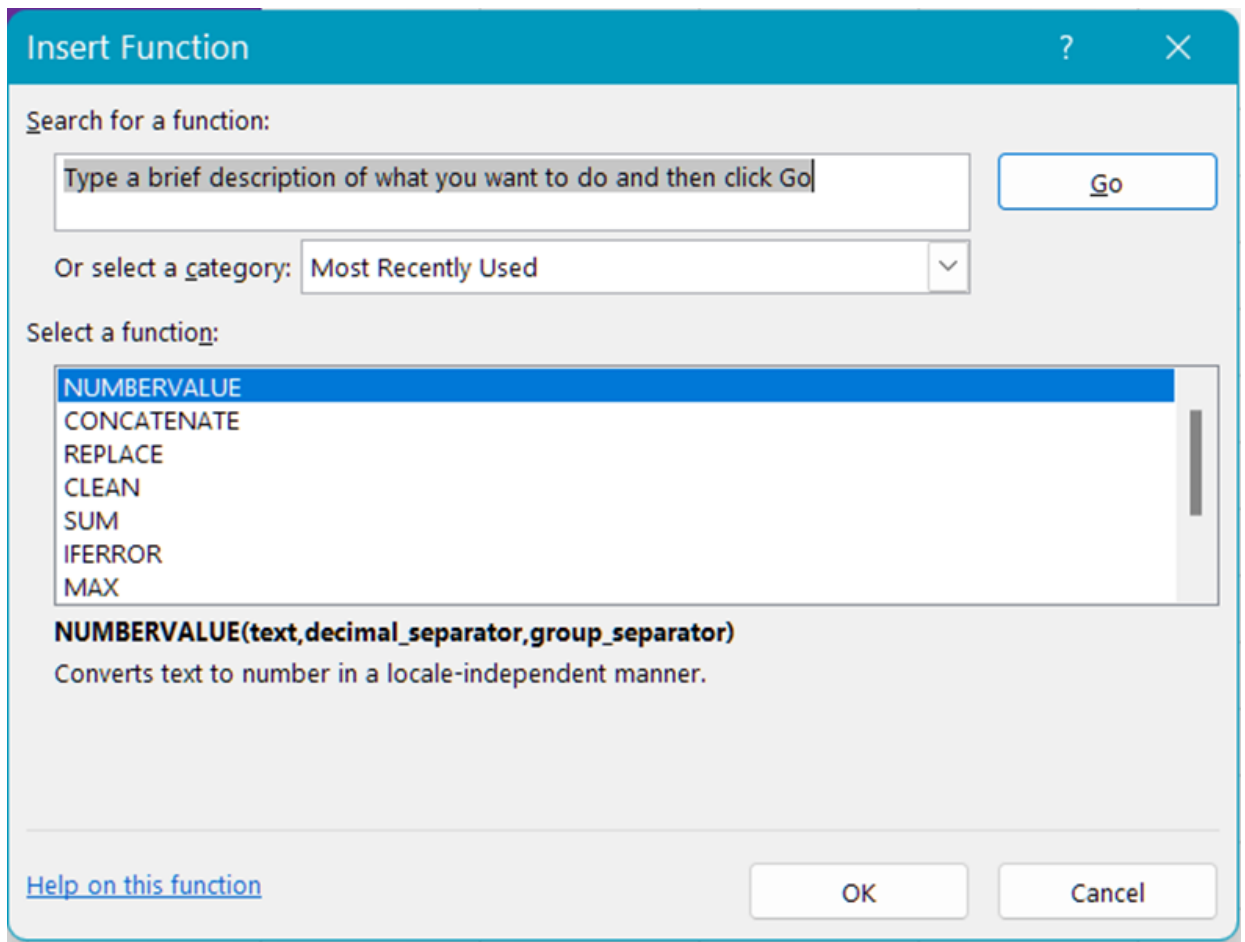
To use this function with the fx wizard:

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



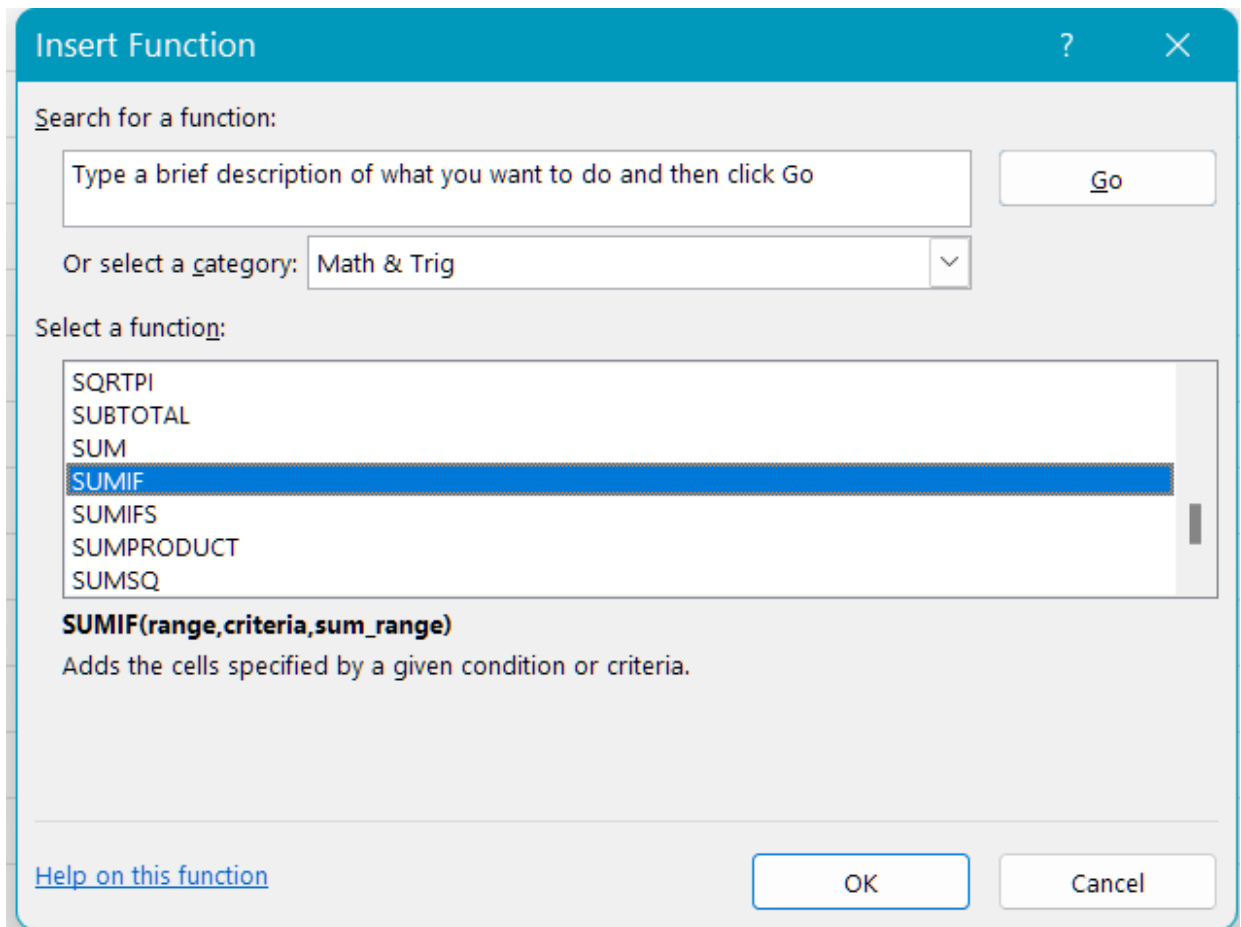
*Click on the fx icon shown here in green*

- The “Insert Function” dialog box opens up:



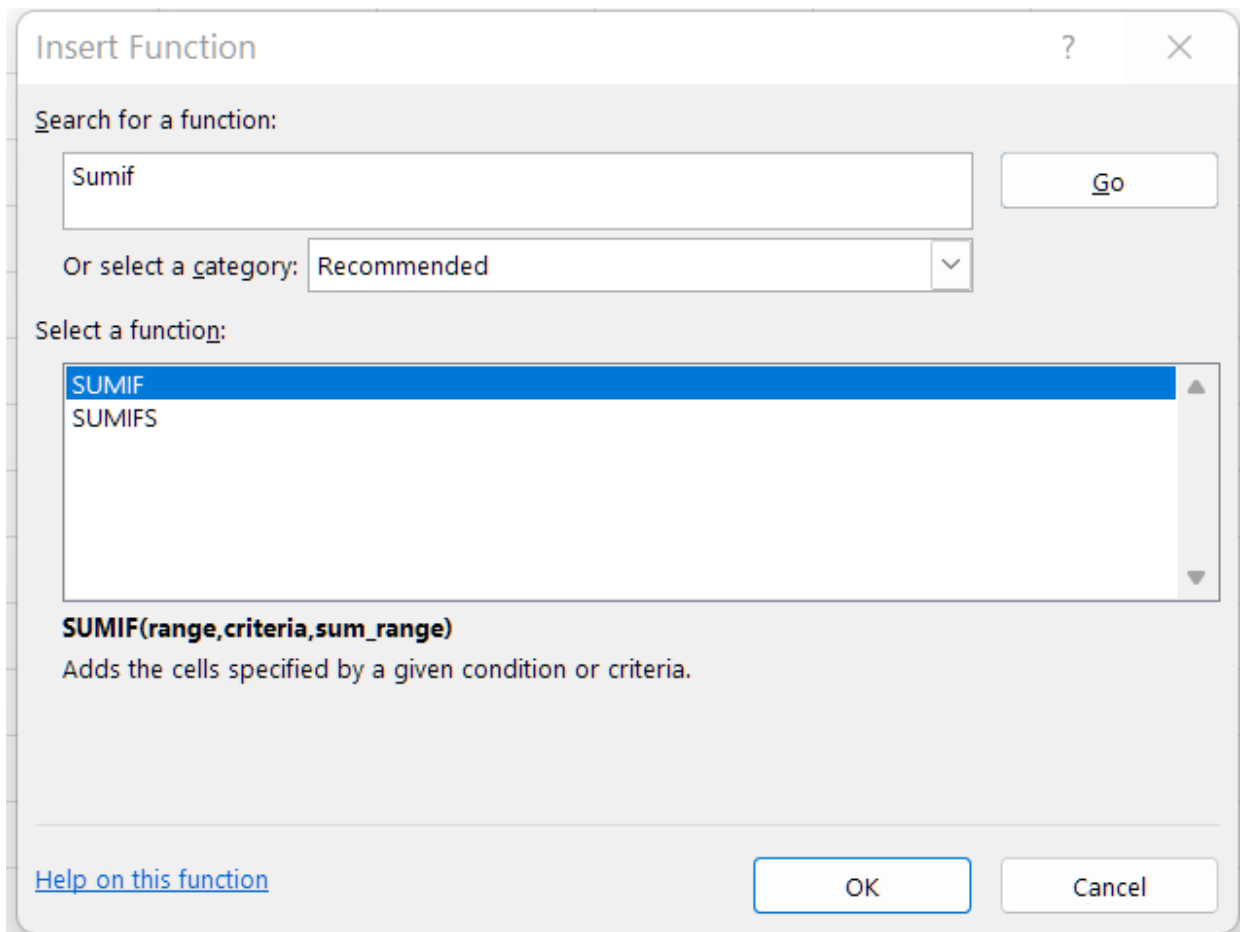
*The "fx" icon opens the "Insert Function" dialog box*

- Select the function:
  - Either by selecting "SUMIF" in the category "Math and Trig":



*The SUMIF() function via the Math and Trig category*

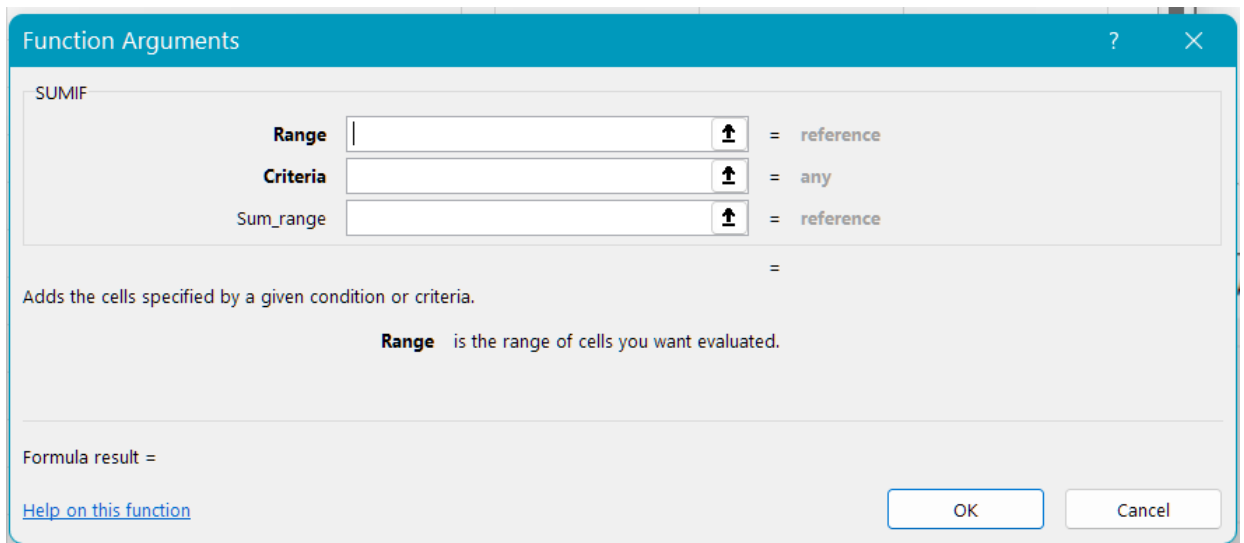
- Or by typing "sumif" in the search field:



*The SUMIF() function via the search field*

- Click OK.

- The "Function Arguments" dialog box opens up:



*The SUMIF() "Function Arguments" dialog box opens up*

- Click on the button to the right of the first argument, and select the cell range containing the criterion, in this case, the "Garment" column, i.e., D3:D8.



*Select the cell range for the Garment column*

- In the second argument, enter the relevant criterion ("Dress," in this case).



*Select the "Dress" criterion*

- Click on the button to the right of the third argument, and select the cell range for the data list containing the numerical field, in this case, the "Sales" column, i.e., F3:F8.



*Select the cell range which contains the sales*

- Click OK. Excel has calculated the sum!

	A	B	C	D	E	F	G
1	Function: SUMIF()						
2							
3		<b>Total Sales of Dresses</b>		<b>Item</b>	<b>Color</b>	<b>Sales</b>	
4		16459		Pants	Blue	6,210	
5				Dress	Green	8,843	
6				Sweater	Red	2,201	
7				Dress	White	7,616	
8				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! 😊

You can also count the number of rows or calculate an average using the **COUNTIF()** or **AVERAGEIF()** functions, which work in exactly the same way! 😊