

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

The **SUMIFS()** function calculates the sum of a numerical field in a data list, based on one or more criteria.

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

You want to calculate the total sales for the "Dress" garment, color "Green."

	A	B	C	D	E	F	G
1	Function: SUMIFS()						
2							
3		Total Sales of Dresses		Item	Color	Sales	
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	

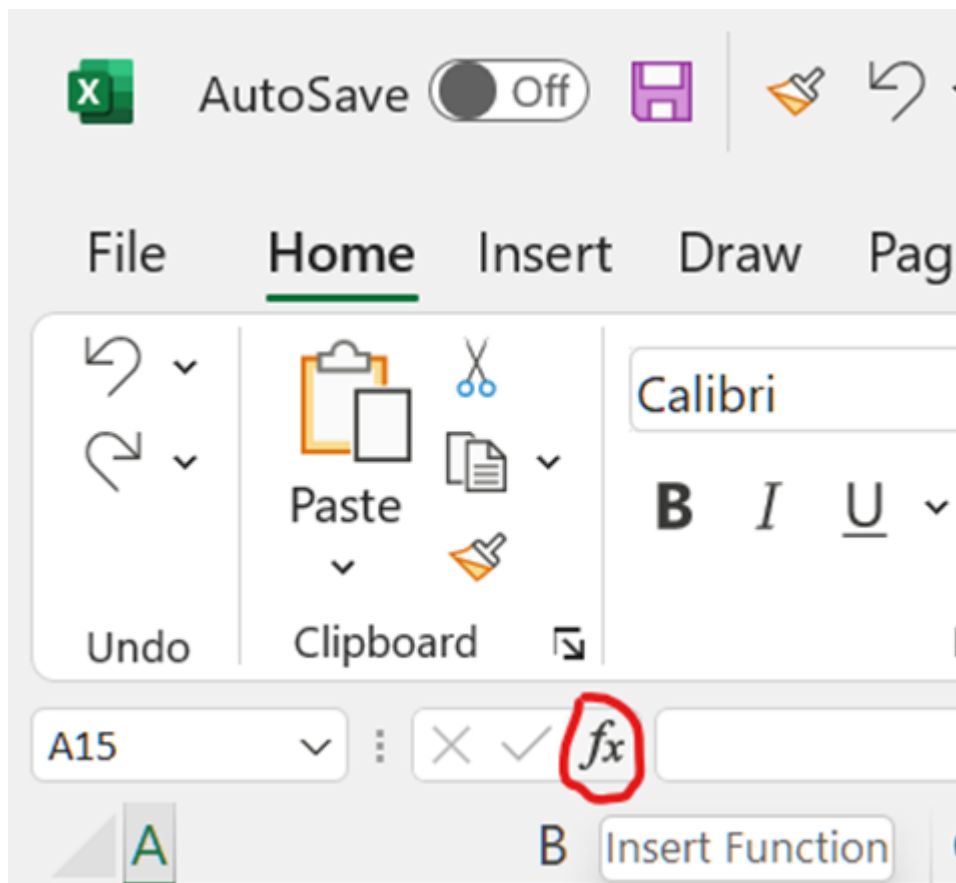
In B4, you want to calculate total sales of green dresses

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

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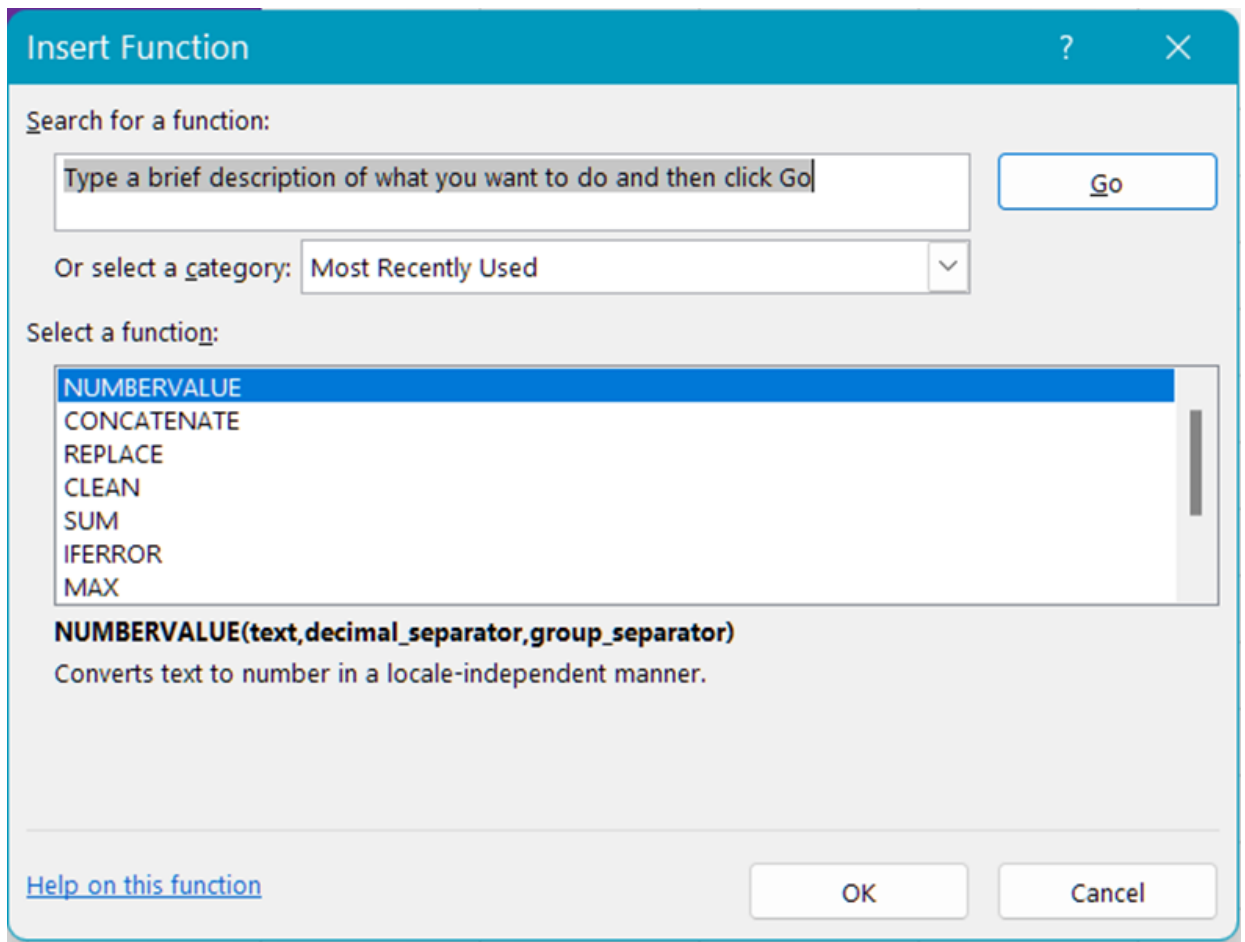
To use this function with the fx wizard:

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



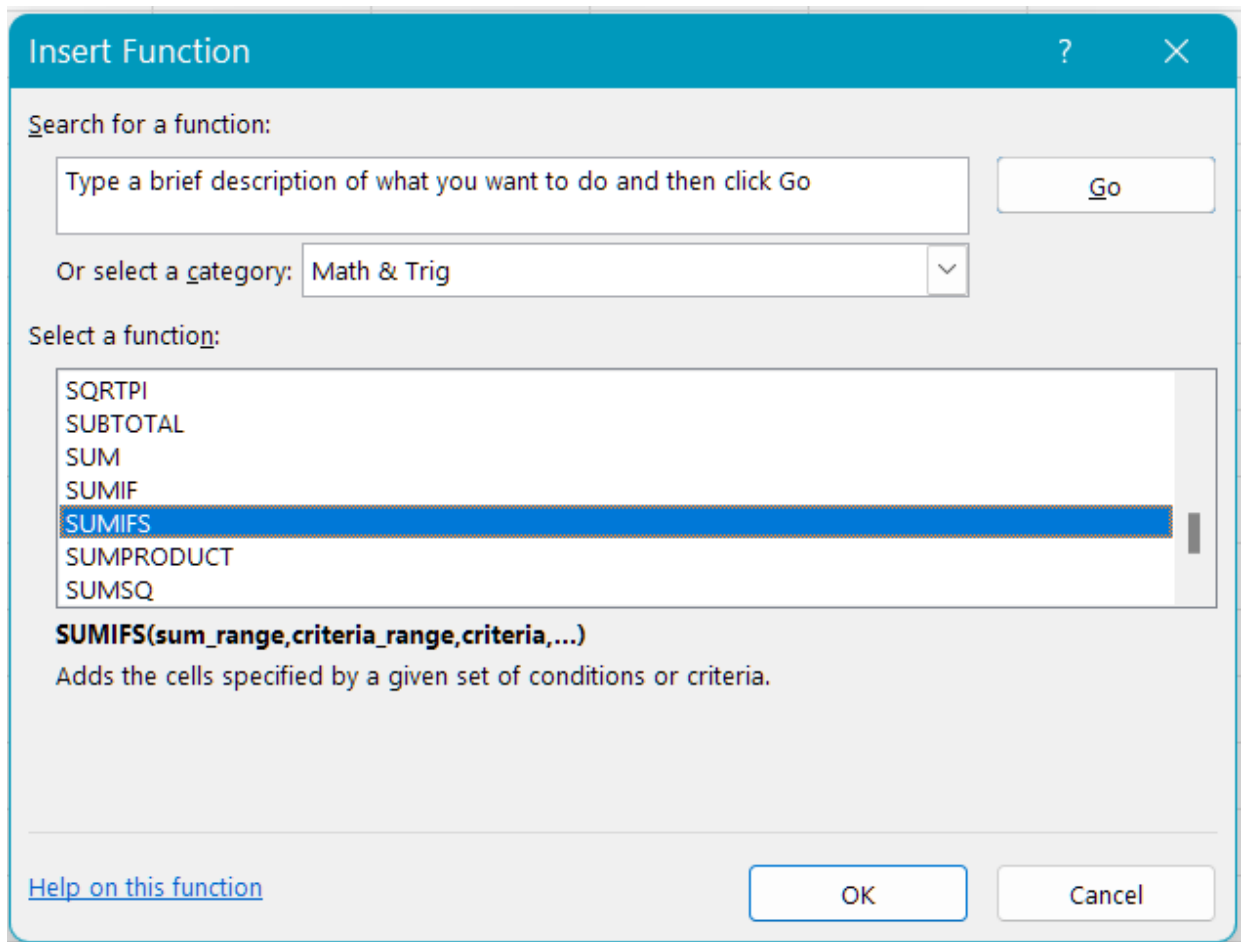
Click on the fx icon shown here in red

- The “Insert Function” dialog box opens up:



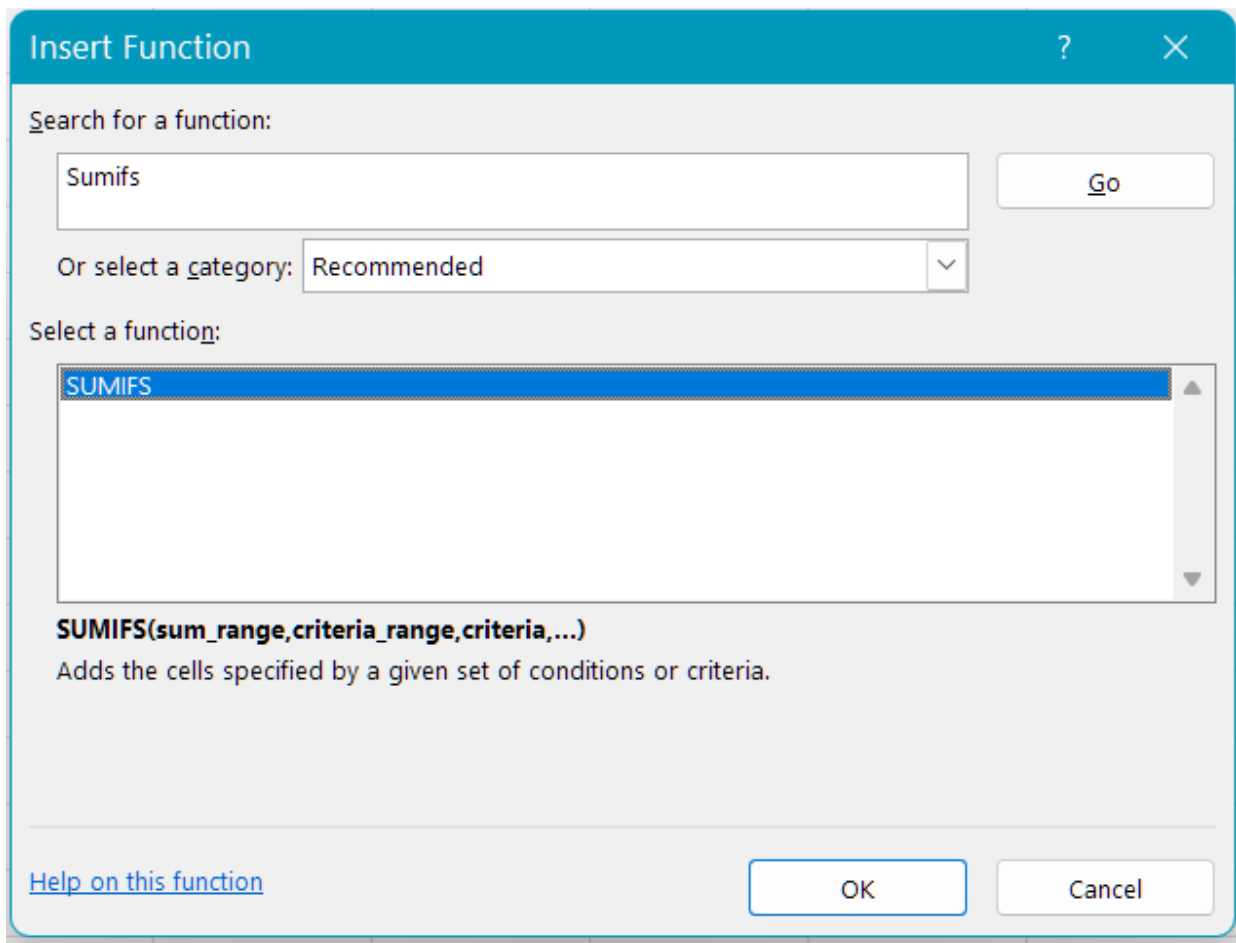
The "fx" icon opens the "Insert Function" dialog box

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



The SUMIFS() function via the Math and Trig category

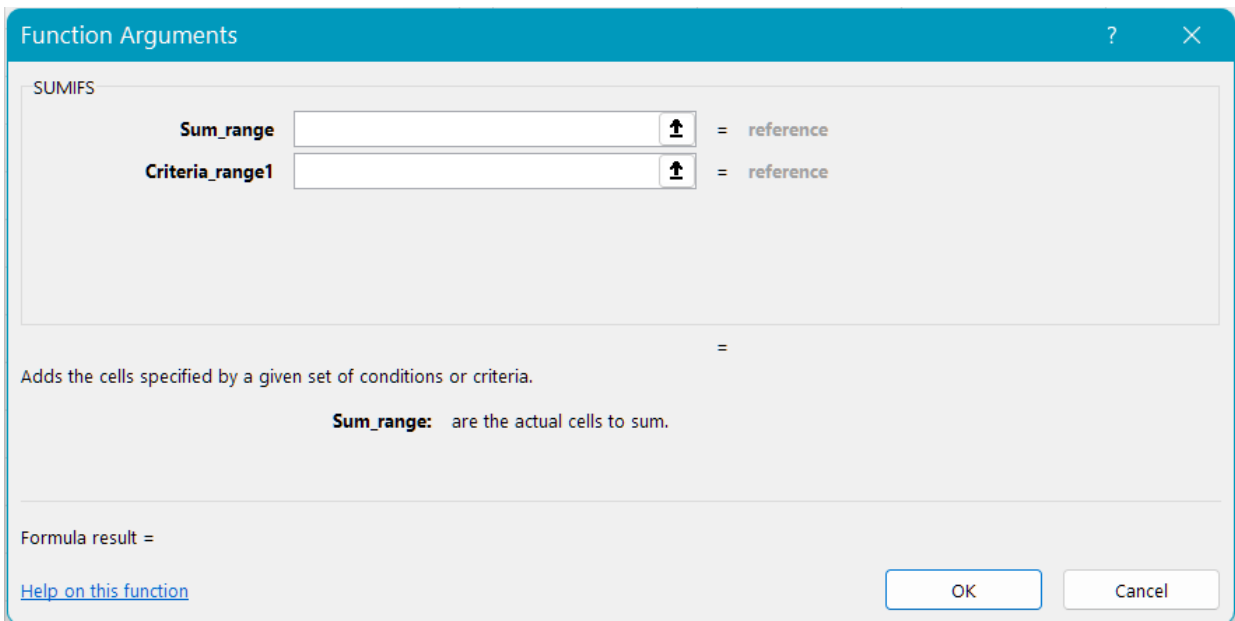
- Or by typing "sumifs" into the search field:



The SUMIFS() function via the search field

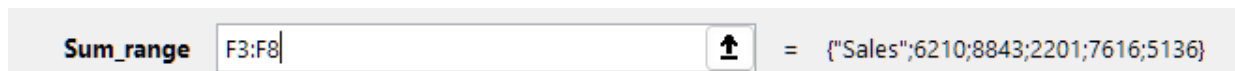
- Click OK.

- The “Function Arguments” dialog box opens up:



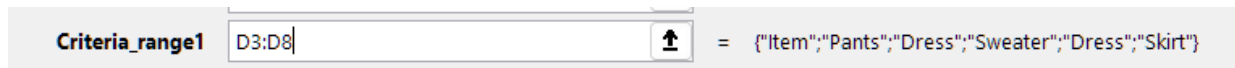
The SUMIFS() “Function Arguments” dialog box opens up

- The first argument contains the data to be added up. Click on the button to the right of the first argument, and select the cell range containing the numerical field, in this case, the “Sales” column, i.e., F3:F8.



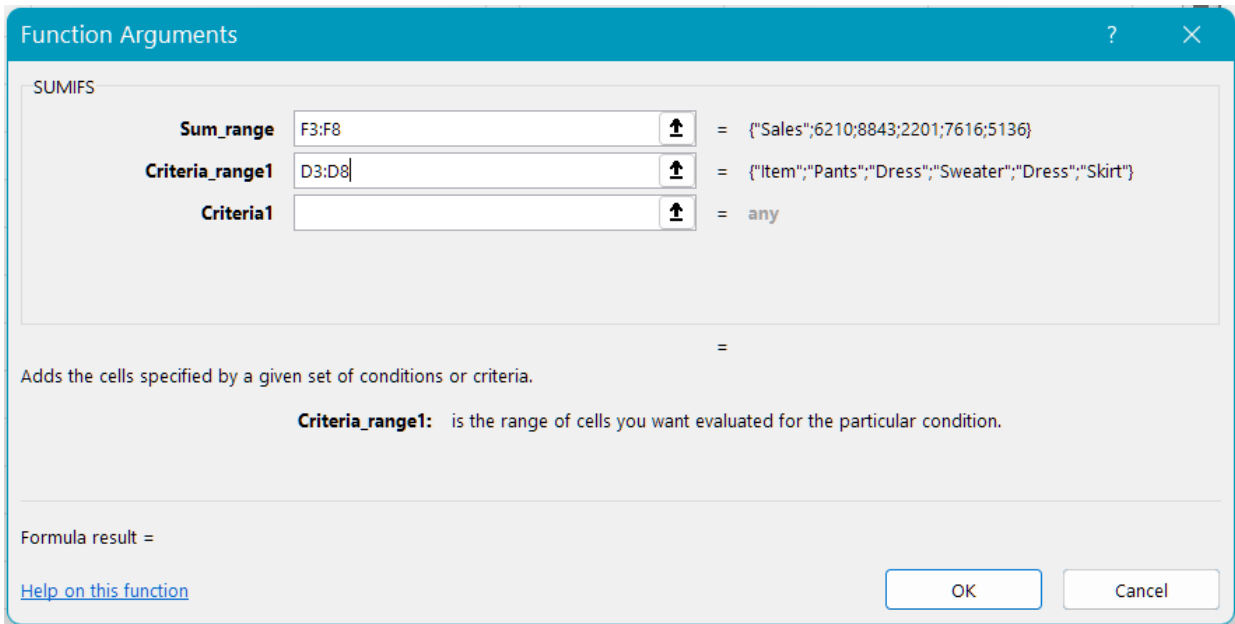
Select the cell range which contains the sales

- In the second argument, enter the cell range from the data list containing the *first* criterion, in this case the “Garment” column, i.e., D3:D8.



Select the cell range for the Garment column

At this stage, the “Function Arguments” dialog box changes, and a new argument appears: “Criteria1.”



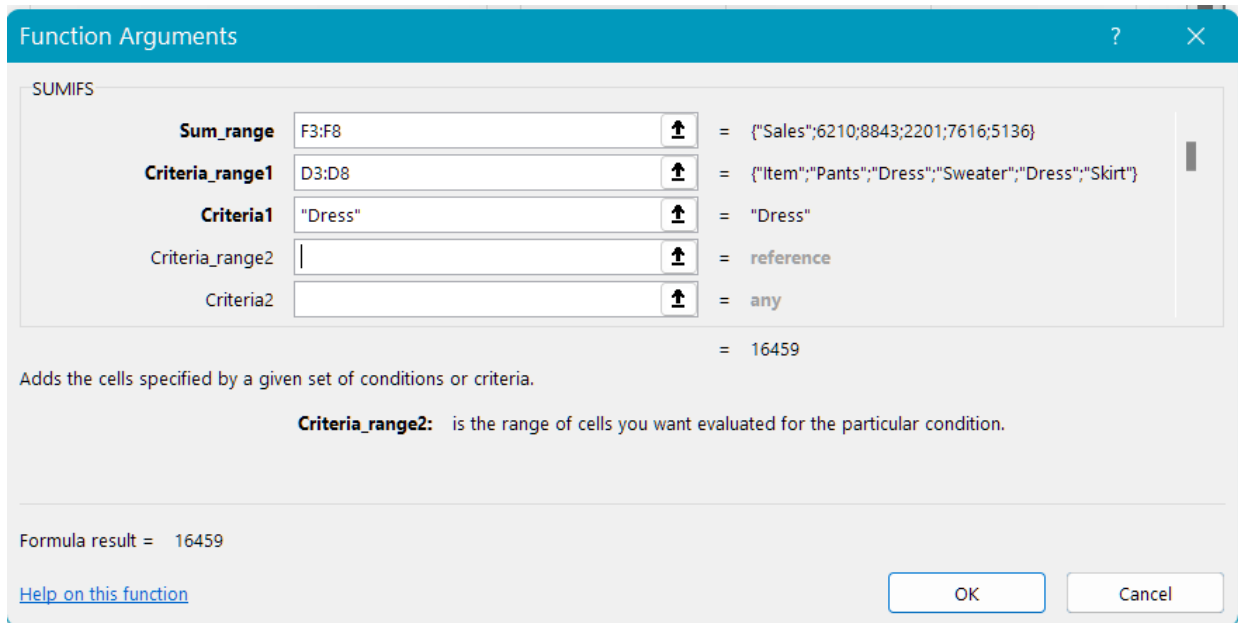
A new argument is displayed (Criteria1)

- In the third argument, enter the *first* relevant criterion, in this case, ""Dress."



Enter the first criterion ("Dress")

At this stage, the “Function Arguments” dialog box changes, and two new arguments are displayed:



The arguments for the second criterion are displayed

- In the fourth argument, enter the cell range containing the second criterion, in this case, the “Color” column, i.e., E3:E8.



Select the cell range for the Color column

- In the fifth argument, enter the second relevant criterion, in this case, “Green.”



Enter the second criterion (“Green”)

- Click OK. Excel has calculated the sum!

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6			Sweater	Red	2,201	
7			Dress	White	7,616	
8			Skirt	Green	5,136	

The total green dress sales (yellow row) have been calculated

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