

Next step

Fruit	Amount
Apples	50
Oranges	20
Bananas	60
Lemons	40
Item	Amount
Item Bread	Amount 50
Bread	50
Bread Donuts	50 100
Bread Donuts Cookies	50 100 40

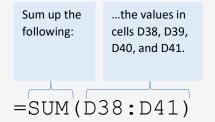
Meat	Amount
Beef	50
Chicken	30
Pork	10
Fish	50
ltem	Amount
Bread	50
Donuts	100
Cookies	40
Cookies Cakes	40 50
Cakes	50

## More about the SUM function

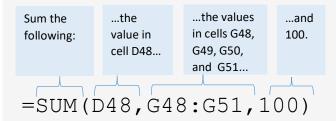
In some of the above tips, we taught you how to use the SUM function. Here are more details about it. Double-click a yellow cell on the right, and then read along with the text below.

If the SUM function could talk, it would say this:

Dive down for more detail



Here's another way it can be used:



The formula above uses the following:

- A single **cell reference**, which is the "address" or "name" of a cell. D48 is the single cell reference in the formula above.
- A **range of cells**, which is a series of cells starting at one cell and ending at another. G48:G51 is the range of cells in the formula.
- A constant. The constant in this formula is the number 100.

## Fruit Amount Apples 50 Oranges 20 Bananas 60 Lemons 40



That's just another wa find a total.

Item	Amount
Table	20

Item	Amount	
Cars	20	
Trucks	10	
Bikes	10	
Skates	40	

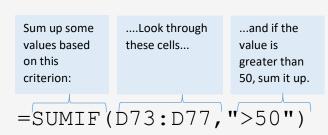


## ) IMPORTANT DETAIL

Double-click this cell. You'll notice the 100 towa Although it's possible to put numbers in a formuwe don't recommend it unless it's absolutely ne This is known as a **constant**, and it's easy to forg there. We recommend referring to another cell like cell D16. That way it's easily seen and not hi inside a formula.

## More about the SUMIF function

We also showed you the SUMIF function at the top of this sheet. The SUMIF function sums up totals based on a criterion. If the SUMIF function could talk, it would say this:



NOTE: If you find you are making a lot of SUMIF formulas, you might find that a

tem	Amount
Bread	50
Donuts	100
Cookies	40
Cakes	50
Pies	20
	100

Item	Amount
Bread	50
Donuts	100
Cookies	40
Cakes	50
Pies	20
	200



Double-click this cell and you'll see that the form

PivotTable is a better solution. See the PivotTable worksheet for more information.

different. Specifically, the sum criteria is ">=50" means greater than or equal to 50. There are otl operators you can use like "<=50" which is *less the equal to 50*. And there's "<>50" which is *not equ 50*.