

Add numbers like a champ

Here are some ways to add up numbers in Excel:

- 1
- Select the yellow cell under the amounts for fruit.
- 2
- Type **=SUM(D4:D7)**, and then press enter. When you're done, you'll see the result of 170.
- 3
- Here's another way to add, using a shortcut key. Select the yellow cell under the amounts for meat.
- 4
- Press

Alt

=

 first. Then, press **Enter**.
- 5
- Now add only the numbers over 50. Select the last yellow cell. Type **=SUMIF(D11:D15,">50")** and then press **Enter**. The result is 100.

Dive down for more detail

Next step

Fruit	Amount
Apples	50
Oranges	20
Bananas	60
Lemons	40

Meat	Amount
Beef	50
Chicken	30
Pork	10
Fish	50

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

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

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:

Sum up the following:

...the values in cells D38, D39, D40, and D41.

=SUM (D38 : D41)

Here's another way it can be used:

Sum the following:

...the value in cell D48...

...the values in cells G48, G49, G50, and G51...

...and 100.

=SUM (D48 , G48 : G51 , 100)

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
	170

★★★ CHECK THIS OUT

Select these cells. The lower-right corner of the window, look for this:

Sum: 170

That's just another way to find a total.

Item	Amount
Table	20

Item	Amount
Cars	20
Trucks	10
Bikes	10
Skates	40

Total:
200

🔍 IMPORTANT DETAIL

Double-click this cell. You'll notice the 100 towards the bottom. Although it's possible to put numbers in a formula, we don't recommend it unless it's absolutely necessary. This is known as a **constant**, and it's easy to forget there. We recommend referring to another cell like cell D16. That way it's easily seen and not hidden 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:

Sum up some values based on this criterion:

....Look through these cells...

...and if the value is greater than 50, sum it up.

=SUMIF (D73 : D77 , ">50")

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

Item	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

🕶 GOOD TO KNOW

Double-click this cell and you'll see that the formula is =SUMIF(D73:D77,">50")

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 than equal to 50*. And there's "<>50" which is *not equal to 50*.