

To SUM or not to SUM

Perhaps we want to add up (or sum) a range of cells only IF a certain condition is met. The SUMIF function is made just for this situation.

	A	B
1	yes	5
2	no	7
3	yes	15
4	no	8
5		

	A	B
1	yes	5
2	no	7
3	yes	15
4	no	8
5		20

In B5 enter the following formula: =SUMIF(A1:A4,"yes",B1:B4)

Based on the entries in the first range, the sum added up only those meeting the criteria—in this case the word "yes". Like with COUNTIF, case does not matter. Only the cells adjacent to the "yes" ones are included in the result.

	A
1	5
2	7
3	15
4	8
5	15

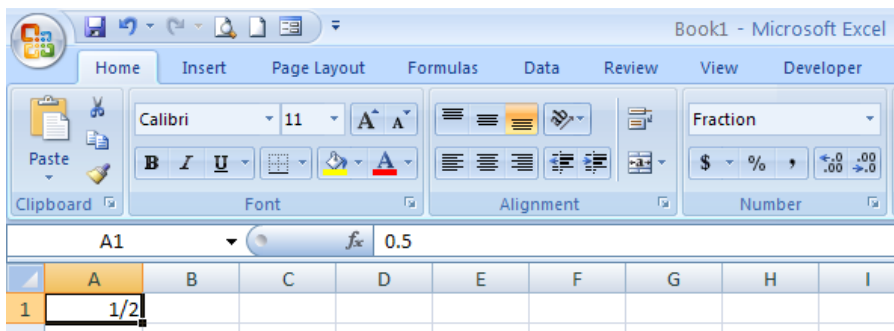
The same range can be entered on both sides of the condition. In this case the range is A1:A5 and the following formula is placed in A5: =SUMIF(A1:A4,">10",A1:A4). Every cell in the range containing a value greater than 10 is included in the result.

Displaying Fractions

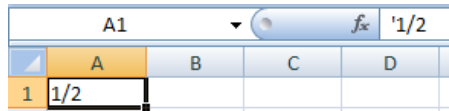
	A
1	1/2

	A
1	2-Jan

Entering a fraction like 1/2 in a cell cause Excel to treat it as a date in the current year. This makes entering dates an easy task, but make entering real fractions a challenge.



Reformatting the cell as a Fraction using Home > Number, pull down the arrow and select fraction. Then enter the fraction. You MUST format first then enter the data. If you enter the data first, Excel converts it to date code for that date and no amount of formatting can change it back.



You can also enter the fraction preceded with a single quote to force Excel to treat it as text. However, this keeps it a pure text and does not allow you to use it in a formula. Using the Fraction format keeps the cell as a value that can be used in a formula.