

More Complex Functions

Spreadsheets can use **functions** to do more complicated things, usually with lots of cells

- functions **always** start with =
- functions use **words**
- the answers **update** when you change cells

You can use the **AutoSum button** for simple functions

This guide is about two more complex functions

More Complex Functions

COUNTIF:

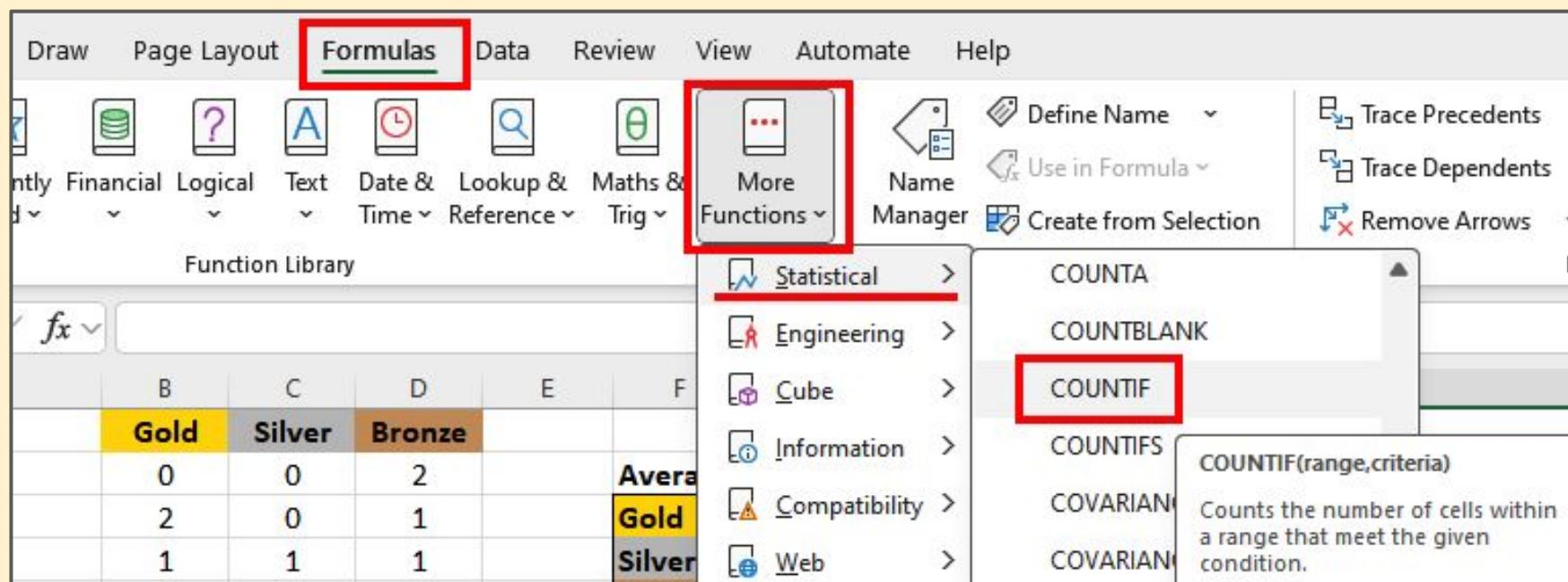
Used to count the number of cells with certain sorts of values in:

- the number of cells with the number 2 in
- the number of cells when the value is greater than 10 (>10)
- the number of cells when the value is less than 7 (<7)
- the number of cells with the word “Banana”

More Complex Functions

COUNTIF:

- Find COUNTIF on the **Formulas** tab



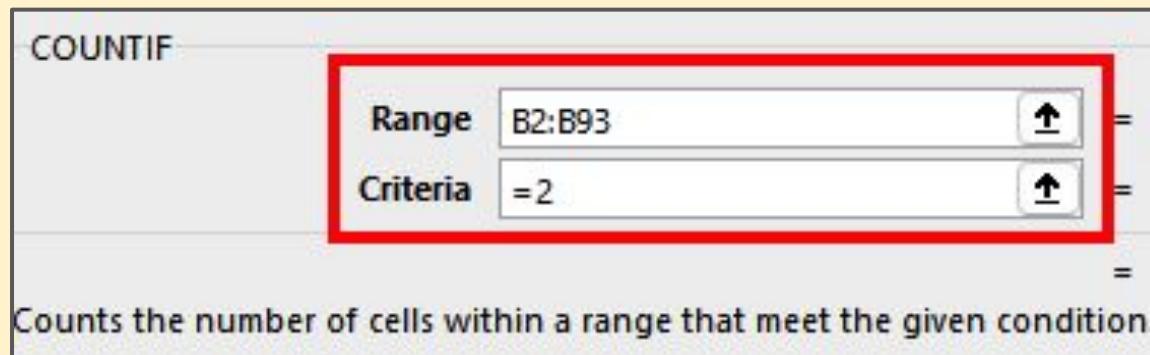
The screenshot shows the Microsoft Excel ribbon with the 'Formulas' tab selected. Below the ribbon, the 'Function Library' is open, showing categories like Financial, Logical, Text, Date & Time, Lookup & Reference, Maths & Trig, and Trig. The 'More Functions' button is highlighted with a red box. A dropdown menu is open, showing the 'Statistical' category, which is also highlighted with a red box. The 'COUNTIF' function is highlighted in the list, and a tooltip provides its description: 'Counts the number of cells within a range that meet the given condition.'

B	C	D	E	F
Gold	Silver	Bronze		Average
0	0	2		Gold
2	0	1		Silver
1	1	1		

More Complex Functions

COUNTIF:

- Use the pop up to tell Excel what to look for



Range	B2:B93
Criteria	<10

Range	B2:B93
Criteria	>20

More Complex Functions

IF:

Used to put a value in a cell based on the value of another cell:

- put the word “None” for any other cell with the value 0
- put the word “Large” for any other cell with a value greater than 100
- put the word “Restock” in a cell when another cell is less than 10

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IF:

- Find IF on the **Formulas** tab