



ICAEW Excel 02 Countif

In this video, I'm going to talk to you about the Countif function in Excel, which will count the number of times a certain item occurs.

So, in this example, we've got a number of contracts split across a number of divisions, A, B, C and D with contract values as well. But the values of the contracts here are not relevant because all we want to know is how many times we see the letter A or B or C or D, in other words, how many contracts for Division A, how many contracts for Division B, etc. And we're going to use Countif to do it.

Now, you can see it says there, towards the right, Countif asks for a range and a criteria. So, range is where are we going to be looking and criteria is what are we going to be looking for, and it will tell us how many times that occurs. So, if you watch here in cell H4, I'm going to do the Countif. Equals, Countif, open brackets, range is where am I doing the looking, which is going to be here, column C, comma. Now what am I looking for? I'm looking for the A's at the moment, which is what I see there in cell G4. And it should tell me how many times the letter A appears, in other words, how many contracts are Division A contracts, close brackets, enter, and it tells me four and quickly looking one, two, three, four, so that is correct. If I want to see how many B's there are, I can simply change this to read B and it will tell me that there are five B's. And let's go through the lot. How many C's are there? There's five. And how many contracts are there for Division D? There are six. So Countif will calculate the number of times a particular item occurs.