



## Using the COUNTIF Function

The **COUNTIF** function can be used to count how many of that item, or number, is in a list. For example, in a datasheet you might want to find out how many people have the postcode NG5.

### Method 1 (Text in Separate Cell)

Copy the data into a new sheet.  
Click in the cell where you want the information to go.

Type **=COUNTIF(A1:A11,C1)**

(This counts the number of times NG5 appears in cells A1 to cells A11 by checking it against the criteria in cell C1)

Press **Enter**

	A	B	C	D	E
1	NG5		NG5	=COUNTIF(A1:A11,C1)	
2	NG3				
3	WD6				
4	NG6				
5	NG15				
6	LN4				
7	LE11				
8	LE9				
9	NG5				
10	NG5				
11	NG15				
12					

### Method 2 (Text)

Copy the data into a new sheet.  
Click in the cell where you want the information to go.

Type **=COUNTIF(\$A\$2:\$A\$24, "Blue")**

(This counts the number of times 'Blue' appears in cells A1 to cells A24)

You will notice the \$ signs in front of the cell references. This allows you to copy the formula without the cell/column references changing (and miscounting the data); you will still need to change the criteria though! A \$ sign in front of the column letter locks the column and likewise, a \$ sign in front of the row number locks the row. Note also you need quotation marks around the criteria when it is text, you do not need these quotation marks when using **COUNTIF** for numbers.

	A	B	C	D	E
1	Eye Colour		=COUNTIF(A2:A23,"Blue")		
2	Blue				
3	Brown				
4	Blue				
5	Blue				
6	Blue				
7	Blue				
8	Brown				
9	Brown				
10	Other				
11	Other				
12	Blue				
13	Blue				
14	Brown				
15	Other				
16	Brown				
17	Brown				
18	Brown				
19	Other				
20	Brown				
21	Blue				
22	Other				
23	Green				

	A	B	C	D
1	1	=COUNTIF(\$A\$1:\$A\$19,3)		
2	2			
3	2			
4	3			
5	4			
6	5			
7	6			
8	6			
9	5			
10	4			
11	3			
12	5			
13	6			
14	5			
15	3			
16	3			
17	5			
18	6			
19	7			