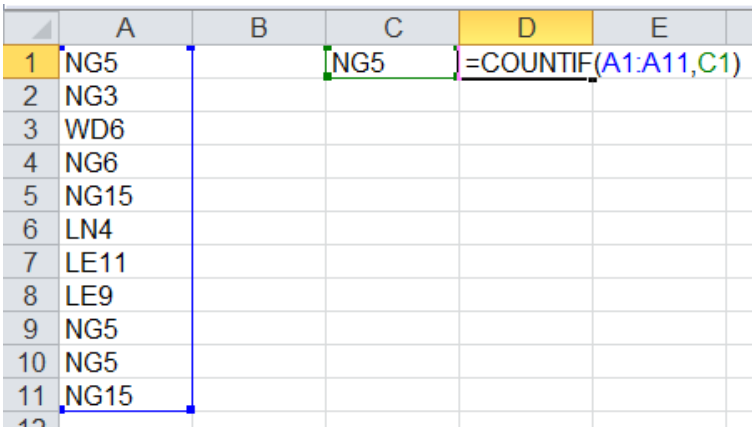
Using the COUNTIF Function

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**



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 quotations marks when using **COUNTIF** for numbers.