***Project 10-2: Creating SUMIF and SUMIFS Formulas to Conditionally Summarize Data***

Salary information for Contoso, Ltd. has been entered in a workbook so the office manager can analyze and summarize the data. In the following exercise, you calculate sums with conditions.

GET READY. LAUNCH Excel if it is not already running.

**1.** OPEN the ***10 Contoso Salaries*** data file for this lesson.

**2.** Select cell **C35**. Click the **FOR MULAS** tab and in the Function Library group, click **Insert Function**.

**3.** If the SUMIF function is not visible, type **SUMIF** in the Search for a function box and click **Go**. From the Select a function list, click **SUMIF**. Click **OK**.

**4.** In the Function Arguments dialog box, in the Range field select **C4:C33**.

**5.** In the Criteria box, type **>100000**.

**6.** Click **OK**. Because the range and sum range are the same, it is not necessary to enter a Sum\_range argument.

**7.** Select **C36** and click **Insert Function**. Select **SUMIF S** and click **OK**.

**8.** In the Function Arguments dialog box, select **C4:C33** as the sum range.

**9.** Select **D4:D33** as the first criteria range.

**10.** Type **>=10** as the first criterion.

**11.** Select **C4:C33** as the second criteria range.

**12.** Type **<60000** as the second criterion. Click **OK** to finish the formula.

**13.** SAVE the workbook as ***10 Contoso Salaries Solution***. CLOSE the file.

**Project 10-5: Creating Conditional Logic Formulas**

Professor Garrett Young has asked you to create formulas to identify the highest and lowest achieving students on his first test.

GET READY. LAUNCH Excel if it is not already running.

1. **OPEN** the **10 SFA Test Grades** file for this lesson.

2. In **column F**, use a **function** that will place the word **“High”** in each cell when the Test1 result **is greater than 90**. There will be a blank for all other values in this column.

3. In column G, use **a function** that will place the word **“Low”** in each cell when the test result is **less than 70**. There will be a blank for all other values in this column.

4. In cell **A43**, **type Count**, and then **create two formulas** that will **count the High and Low labels** **in columns F and G**. Best **Practice Hint**: Use the labels in F3 and G3 in your formulas instead of the word High or Low.

5. SAVE the workbook in the Lesson 10 folder as 10 SFA Test Grades Solution and then

CLOSE the file.