Using COUNT Functions
This guide will show how to use the COUNT functions, including COUNT, COUNTA, COUNTBLANK, COUNTIF, and COUNTIFS.

COUNT Function
The COUNT function is used to count the number of cells in a range that contain numbers. To count cells that contain text, use the COUNTA function.

Step 1
Choose the desired cell to display the count value. Type in the equals sign and start typing the word “count.” When the function appears, double click on COUNT to put it in the cell.

Step 2
Select the range to be counted by clicking and dragging with the mouse.

Step 3
Press enter to display the count.
COUNTA Function
The COUNTA function is used to count the number of cells in a range that are not empty.

Step 1
Choose the desired cell to display the count value. Type in the equals sign and start typing “count.” Select the COUNTA function from the dropdown menu.

Step 2
Select the range of cells that should be counted. Unlike the COUNT function that only counts cells that contain numerical values, COUNTA counts all cells in the selected range that contain information.

Step 3
Hit the enter key on the keyboard to display the count.

COUNTBLANK Function
The COUNTBLANK function is used to count the number of cells in a range that are empty.

Step 1
Click the cell that the count should be in. Type in the equals sign. Start typing in the COUNTBLANK function.

Step 2
Select the range of cells that should be counted.

Step 3
Hit the enter key on the keyboard to display the count.
COUNTIF Function

The COUNTIF function is used to count the number of cells in a range that meet a specified condition.

**Step 1**
Click the cell that the formula should be in. Type in the equals sign. Start typing in the word COUNTIF and select the function when it becomes available.

**Step 2**
Select the range to be counted.

**Step 3**
Type in the criteria to make a specified condition, for example, “NY” if customers from New York are to be counted.
Step 4
Click the enter button on the keyboard.

COUNTIFS Function
The COUNTIFS function is used to count the number of cells in a range that meet a set of conditions.

Step 1
Click the cell that the formula should be in. Type in the equals sign. Start typing in the word COUNTIFS and select the function when it becomes available.

Step 2
Select the range to be counted.

Step 3
Type in the criteria to make several specified conditions. Click the enter button on the keyboard.

More Information
For access to additional information, tutorials and workshops, please visit the Center for Academic Technology website, [http://www.butler.edu/it/cat](http://www.butler.edu/it/cat), contact any Center for Academic Technology staff member at training@butler.edu, or contact the Information Commons desk in Irwin Library at infocommons@butler.edu or 940-9235.

Bibliography

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