COUNTIF function counts the number of cells within a range that meet a single criterion that you specify. Example shown: How many Criminal Justice Associates? Or how many Undetermined (any – using a wildcard)?

Range and Criteria are required fields. Range represents one or more cells including named ranges. Criteria is a number, expression, cell reference or string text that defines which cells to count.

You can use wild cards ((?), (*)), type (~) before question mark or asterisk if you are looking for them. There is a 255 character limit to the matching criteria.
**COUNTIFS** function counts the number of cells within a range that meet a *number of* criterions that you specify. Example shown: How many Criminal Justice Associates who are also Adults?

The Function Arguments begin with just one range and criteria; however, once you have put in the first argument pair, a second argument box will become available.