

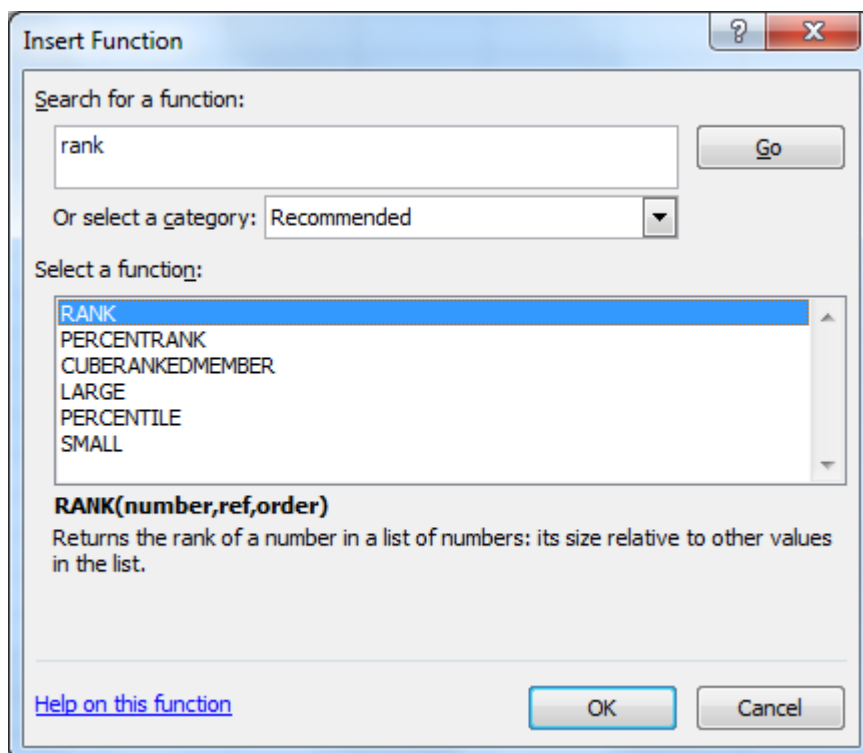
RANK Function

Rank enables you to compare all values in a list and then rank them numerically, from highest to lowest, or lowest to highest –for example, sales values for a month, or number of items handled over a given period. You could sort the list, but in a long list you will still have to read it very carefully to identify each item. The Rank function will assign a value, beginning with one, through to the maximum number required to identify the ranking of each item in the list. If a value in the list is duplicated, it is assigned the same Rank number.

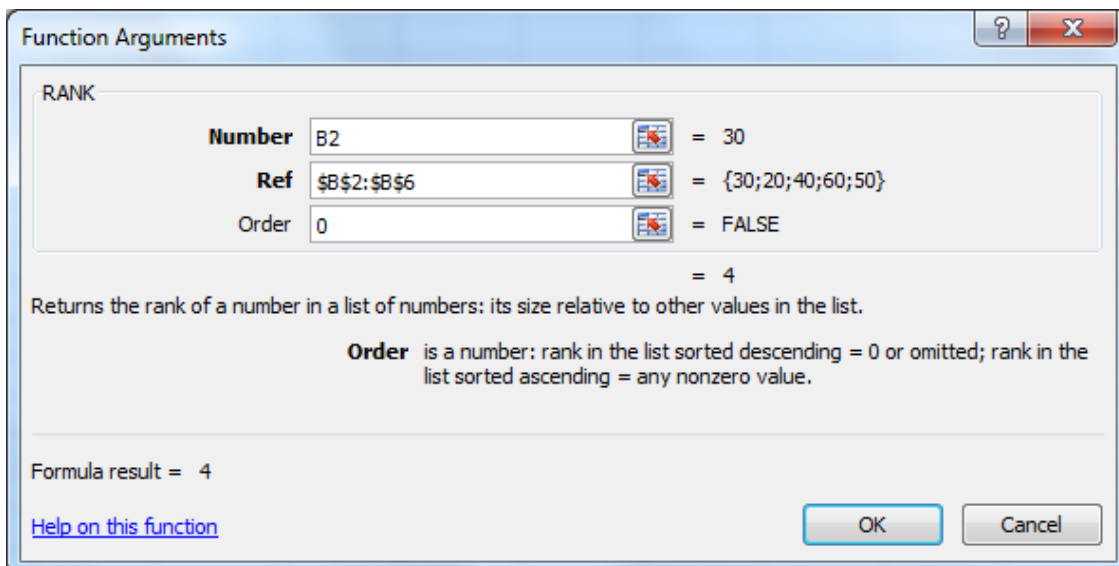
In this example we are going to rank these Disney characters based on the votes next to their names.

	A	B	C
1	Name	Votes	Rank
2	goofy	30	
3	micky	20	
4	minnie	40	
5	donald	60	
6	daisy	50	

1. Click in the cell where you want the first rank formula placed.
2. Click on the **Insert Function** button, type **Rank** into the search box then click **Go**. Click on the **Rank** function and then click OK.



2. Fill in the fields:
- **Number** is the first value within the list that is to be evaluated in relation to its rank in the list. (in this example it is B2, the number of votes for Goofy)
 - ***Ref** is the range against which the **Number** is to be ranked. (in this example all the values under Votes). Press F4 after selecting to make it an absolute reference.
 - **Order** is the way you wish the ranking to be displayed – putting in a zero displays the ranking in descending order, if you want reverse order type in one.
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- *Ref** is entered as an absolute range to enable you to copy the formula to evaluate each item in the list without the Ref range changing during the copy process.



3. Click OK when finished and the ranking is completed for the first cell. Autofill the remaining cells.

Name	Votes	Rank
goofy	30	4
micky	20	5
minnie	40	3
donald	60	1
daisy	50	2