

How do I calculate the percent complete in Excel?

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Calculating the percent complete in Excel involves using a simple formula to determine the percentage of a project or task that has been completed. This can be done by dividing the number of completed tasks by the total number of tasks and then multiplying by 100. This will give you a percentage that can be displayed in a cell as a visual representation of the progress made. This method allows for easy tracking and monitoring of project completion, making it a useful tool for project management and data analysis. With the use of Excel's built-in functions and formulas, calculating the percent complete can be done quickly and accurately, providing valuable insights into the progress of a project.

Calculate Percent Complete in Excel

Often you may want to calculate the completion percentage of a project in Excel.

This tutorial provides two examples of how to calculate completion percentage in different scenarios.

Example 1: Calculate Percent Complete Based on Missing Cells

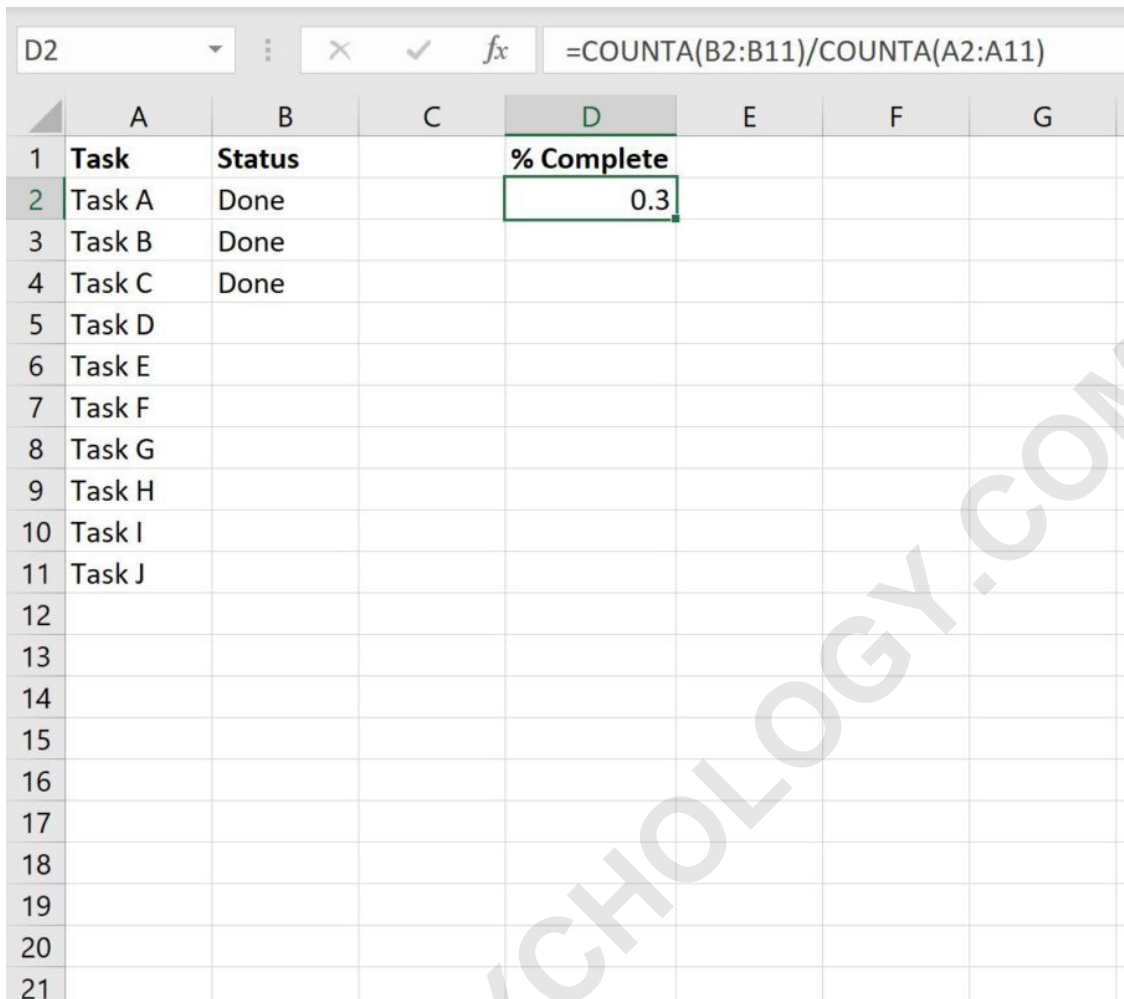
Suppose we have a list of tasks along with their status in Excel:

	A	B	C	D	E	F
1	Task	Status				
2	Task A	Done				
3	Task B	Done				
4	Task C	Done				
5	Task D					
6	Task E					
7	Task F					
8	Task G					
9	Task H					
10	Task I					
11	Task J					
12						
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To calculate the percentage of tasks that we've completed, we can use the following formula:

=COUNTA(B2:B11)/COUNTA(A2:A11)

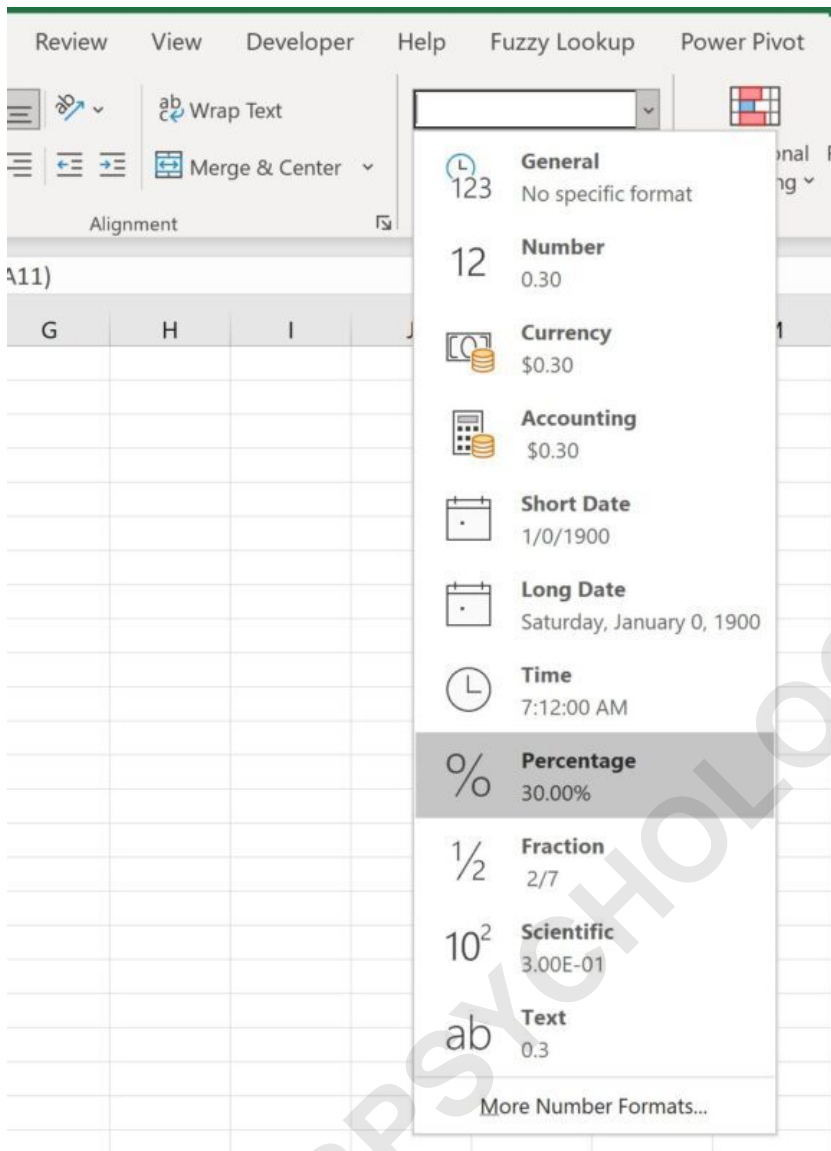
We'll type this formula into cell D2 and then press Enter:



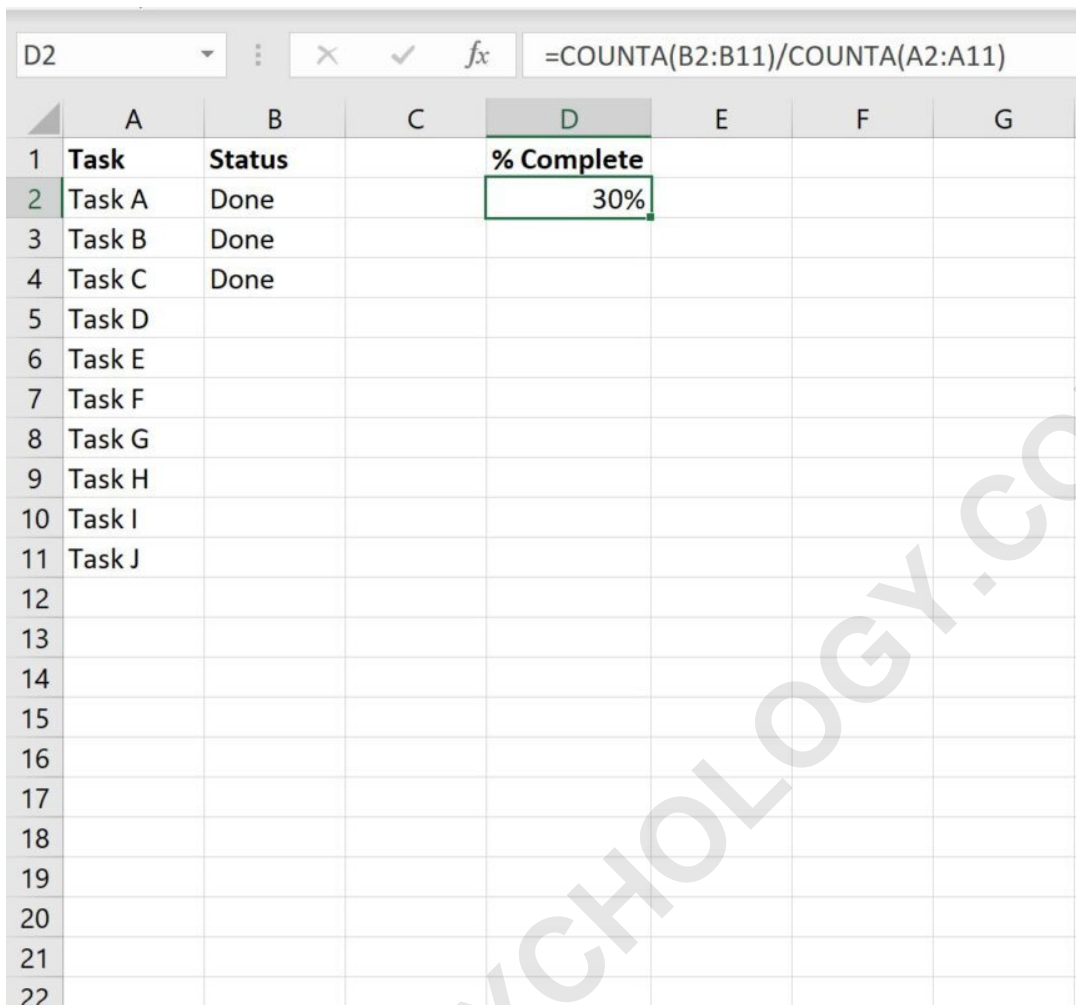
	A	B	C	D	E	F	G
1	Task	Status		% Complete			
2	Task A	Done		0.3			
3	Task B	Done					
4	Task C	Done					
5	Task D						
6	Task E						
7	Task F						
8	Task G						
9	Task H						
10	Task I						
11	Task J						
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21							

From the output we can see that 0.3 or 30% of the tasks have been completed.

To format the number as a percentage, click the Number Format dropdown menu on the Home tab in Excel and choose Percentage:



The number will automatically be formatted as a percentage:



The image shows an Excel spreadsheet with the following data and formula:

	A	B	C	D	E	F	G
1	Task	Status		% Complete			
2	Task A	Done		30%			
3	Task B	Done					
4	Task C	Done					
5	Task D						
6	Task E						
7	Task F						
8	Task G						
9	Task H						
10	Task I						
11	Task J						
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21							
22							

The formula bar shows the formula: `=COUNTA(B2:B11)/COUNTA(A2:A11)`

Note that the COUNTA function counts the number of cells in a range that are not empty.

Thus, in this formula we are simply counting the number of non-empty cells in the Status column and dividing by the number of non-empty cells in the Task column to come up with a completion percentage.

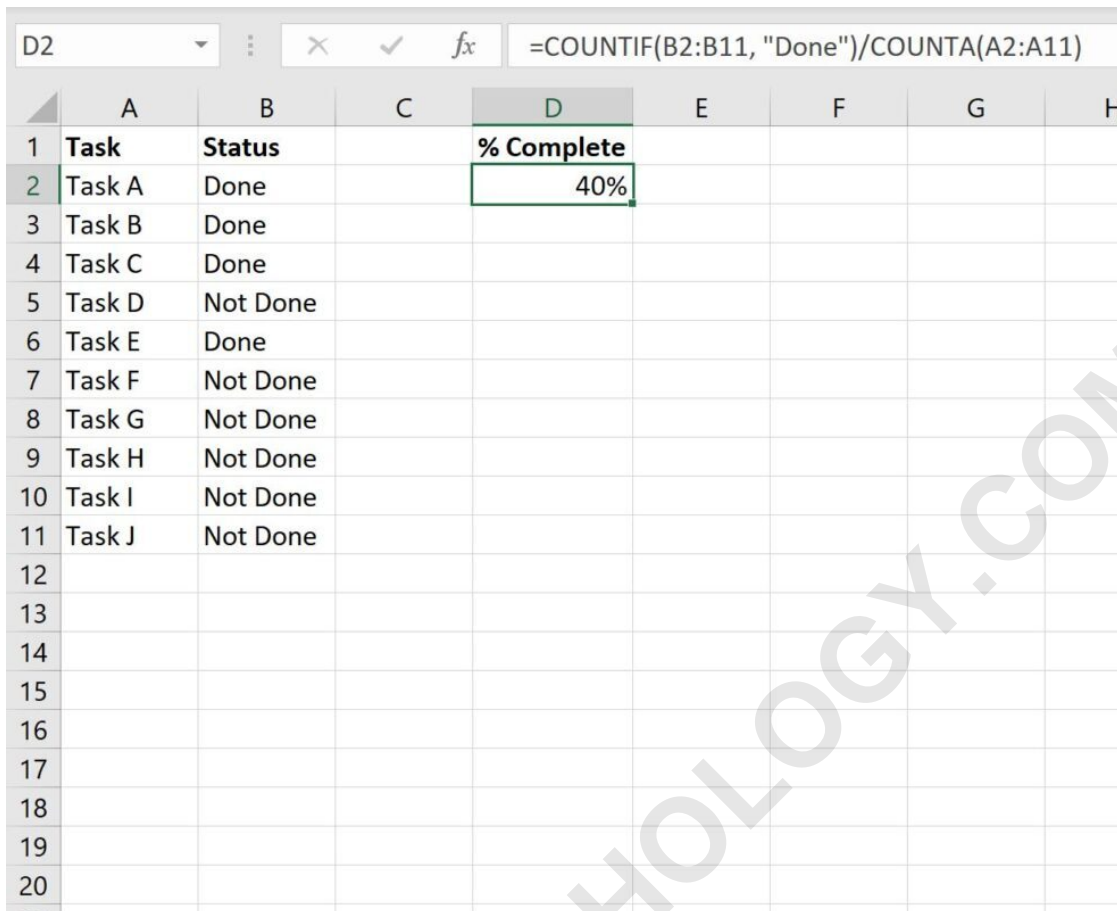
Example 2: Calculate Percent Complete Based on Text in Cells

	A	B	C	D	E	F
1	Task	Status				
2	Task A	Done				
3	Task B	Done				
4	Task C	Done				
5	Task D	Not Done				
6	Task E	Done				
7	Task F	Not Done				
8	Task G	Not Done				
9	Task H	Not Done				
10	Task I	Not Done				
11	Task J	Not Done				
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To calculate the percentage of tasks that have a status of "Done", we can use the following formula:

=COUNTIF(B2:B11, "Done")/COUNTA(A2:A11)

We'll type this formula into cell D2 and then press Enter:



The image shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H
1	Task	Status		% Complete				
2	Task A	Done		40%				
3	Task B	Done						
4	Task C	Done						
5	Task D	Not Done						
6	Task E	Done						
7	Task F	Not Done						
8	Task G	Not Done						
9	Task H	Not Done						
10	Task I	Not Done						
11	Task J	Not Done						
12								
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The formula bar shows the formula: `=COUNTIF(B2:B11, "Done")/COUNTA(A2:A11)`

From the output we can see that 40% of the total tasks have been completed.

The following tutorials explain how to perform other common tasks in Excel: