

How to Calculate Weighted Averages in Excel: A Step-by-Step Guide

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November 29, 2025

RECOMMENDED CITATION

stats writer (2025). *How to Calculate Weighted Averages in Excel: A Step-by-Step Guide*. PSYCHOLOGICAL SCALES. Retrieved from <https://scales.arabpsychology.com/?p=102002>

In Excel, you can calculate a weighted percentage by first multiplying the relative weight of each category to its corresponding value and then summing up the results. For example, if a student had a grade of 80 in one category and a grade of 90 in another, and the relative weights of the two categories were 0.4 and 0.6 respectively, you would calculate the weighted percentage by multiplying 0.4 by 80 and 0.6 by 90 and then summing the results. The result would be the weighted percentage.

You can use the following formula to calculate a weighted percentage in Excel:

=SUMPRODUCT(A:A, B:B)/SUM(B:B)

This formula assumes column **A** contains the percentage values and column **B** contains the weights.

The following example shows how to use this formula in practice.

Example: Calculate Weighted Percentage in Excel

Suppose we have the following dataset that shows the scores that some student received on various exams along with the weights for each exam:

	A	B	C	D	E	F
1	Test	Grade	Weight			
2	Midterm 1	90%	10%			
3	Midterm 2	91%	10%			
4	Midterm 3	81%	10%			
5	Midterm 4	78%	10%			
6	Final Exam	85%	60%			
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We can use the following formula to calculate a weighted percentage for their final grade in the class:

=SUMPRODUCT(B2:B6, C2:C6)/SUM(C2:C6)

The following screenshot shows how to use this formula:

	A	B	C	D	E	F	G
1	Test	Grade	Weight		Final Grade		
2	Midterm 1	90%	10%		85.00%		
3	Midterm 2	91%	10%				
4	Midterm 3	81%	10%				
5	Midterm 4	78%	10%				
6	Final Exam	85%	60%				
7							
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The final grade turns out to be **85%**.

We can verify that this is correct by manually calculating the weighted percentage of grades:

Weighted Percentage: $(90\% \times 10\%) + (91\% \times 10\%) + (81\% \times 10\%) + (78\% \times 10\%) + (85\% \times 60\%)$

Weighted Percentage: $9\% + 9.1\% + 8.1\% + 7.8\% + 51\%$

Weighted Percentage = **85%**.

This weighted percentage matches the value that we calculated using the formula from earlier.

Note: You can find the complete documentation for the **SUMPRODUCT** function in Excel .