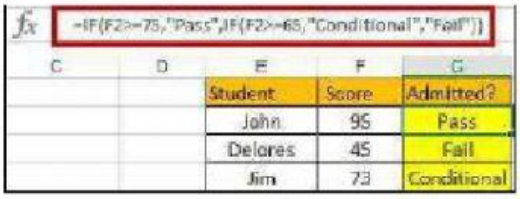
Lesson 1 Creating Nested Functions & Linking Data

Nested functions are functions within a function. By nesting an IF function with an existing IF function, you can test more than one conditions (e,g, Pass,Conditional,Fail). This can be helpful if you want to assign scores or grades based on certain conditions.

For example: =IF(F2>=75,"Pass",IF(F2>=65,"Conditional","Fail"))

This formula checks the cell for a value, and if it is greater than or equal to (>=) a predetermined grade (e.g.75),then the formula will ret urn the phrase Pass. If the number in the cell is less than 75, Excel will move to the next past of the formula, and so on.



Note: Pass is in quotes to indicate to *Excel* that this is the value we want returned, and it is not another function.

Linking Data

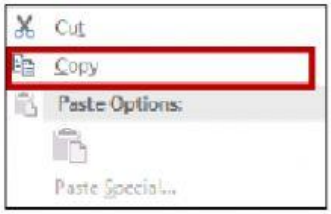
Linking data between spreadsheets allows you to reference data contained elsewhere in your worksheet without having to copy all of the information. For example, you could have a workbook that has multiple spreadsheets tracking regional sales and a separate spreadsheet to tally the totals across all regions. By linking to the data from the totals, you will only have to update your information in one location. The following example explains how to link data between the eastern Division, spreadsheet and the Year End Total spreadsheet:

1. Open the spreadsheet that contains the source data and the target location (e.g. Eastern Division, Western Division Totals etc)
2. Select the cell(s) in the source spreadsheet that contain the data that you want to link to the Target location(e.g. Total sales for eastern Division)

LIVEWORKSHEETS

Eastern Division					
Item	QTR 1	QTR 2	QTR 3	QTR 4	Totals
Hardware	$ 300.00	$ 800.00	$ 900.00	$ 500.00	$ 2,500.00
Software	$ 400.00	$ 100.00	$ 800.00	$ 100.00	$ 1,400.00
Furniture	$ 200.00	$ 500.00	$ 500.00	$ 200.00	$ 1,400.00
Accessories	$ 200.00	$ 300.00	$ 500.00	$ 300.00	$ 1,300.00

3. Right-click on the selected cells.
4. A context sensitive menu will appear. Click **Copy**.



5. Go to the target location (e.g. year-end totals sheet) and select the cell(s) where you want to Link the source data.

Year End Totals					
Item	Eastern	Northern	Southern	Western	Total
Hardware					$0
Software					$0
Furniture					$0
Accessories					$0

6. **Right-click** on the **selected sheet**.
7. A control sensitive menu will appear. Click on the **Paste Link** icon.

Questions

1. What are nested functions ?

2. Give the steps for linking data.

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