

Lesson 1 IF Functions

The IF Function

The IF Function is a useful tool that allows you to see if a certain condition in a spreadsheet is true or false, if the condition is **true**, the function will carry out action. If the condition is **false**, it will carry out a different function.(e.g. If students have a test score above 75, then they will be marked as pass.)

The system for the IF function is as follows: =IF(logical_test,value_if_true,value_if_false).

- . **Logical_test** – a value or expression that is tested to see if it is true or false.
- . **Value_if_true** – the value that is displayed if the logical_test is true.
- . **Value_if_false** – the value that is displayed if the logical_test is false.

The following example explains how to use the IF function. Cells **A3** through **A12** contain exam grades. we will use the IF function to create a formula in cells **B3** through **B12** that will indicate if the corresponding grade is a *Pass* or a *Fail*.

	A	B
1	Exam Grades	
2	Grade	Pass or Fail
3	90	
4	83	
5	78	
6	75	
7	54	
8	48	
9	84	
10	90	
11	95	
12	61	

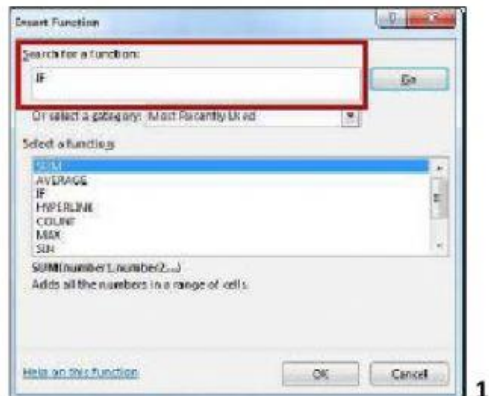
1

1. Click on cell **B1**.
2. In the *Formula Bar*, click on **Insert Function**.

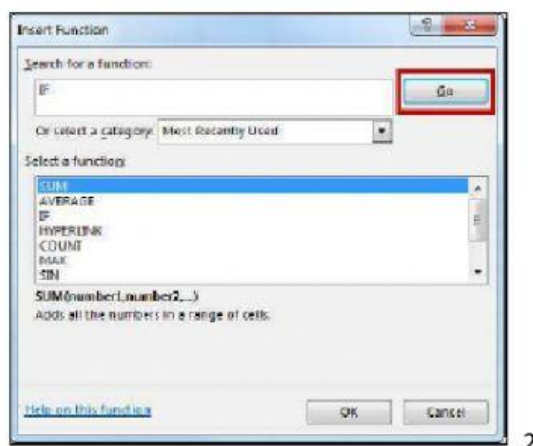


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3. The **Insert Function** window appears. In the Search for a *Function* field, type **IF**. **1**



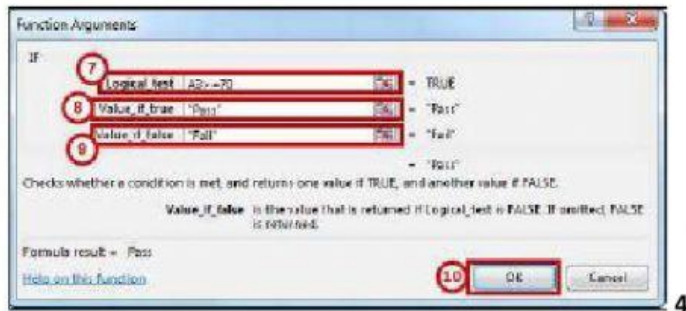
4. Click **Go**. **2**



5. The *IF* function will appear in the Select a Function results. Click the **IF** function. **3**



6. Click **Ok**.
7. The *Function Arguments* window will open. In the *Logical _ test* field, type **A3>=70**. **4**
8. In the *Value _ if _ true* field, type **" Pass."**
9. In the *value _ if _ false* type **" Fail."**
10. Click **Ok** .**4**



11. The word Pass should now appear in cell B3



12. Copy the formula in cell B3 to cells B4 through to B12 using Excel's autofill feature. 6

	A	B
1	Exam Grades	
2	Grade	Pass or Fail
3	90	Pass
4	83	
5	78	
6	75	

Note : To activate *AutoFill* hover the mouse in the **lower-right** corner of a cell until it turns into a black crossbar. The **left-click** and holds as you **drag** your mouse down to select the cells to copy the formula into. When you release, *Excel* will copy the formula into the selected cells.

Note: You can also type the formula out in the *Formula Bar*, by starting with an equal sign (=), then typing out the function, followed by your formula (e.g. =IF({A3>=70,"Pass","Fail."}))

Questions

1. Describe the steps for setting the IF Function?