

EXCEL: SESSION 5 IF Functions

IF Functions Important Because . . .



- ➤ Allows user to make comparisons between what is expected against a variable.
- ➤ Logical formula that if the criteria is true gives a specified response and another response if the criteria is false.
- > Can be nested to use several comparisons for one output.
- > IF Functions can be used with numbers, texts, & formulas

IF Functions in this Session:



1. IF Function equals a "Text", print that text



Section I IF Function equals a "Text", print that text

Client Data for 2018; want to see all Computer Equipment

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N O P

A J Sort A to Z

Z↓ Sort Z to A

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7	01/01/18	Newton Acme	12568	3105	0	4758052	501811	BOARD & COMMISSION MEMBERS	7101	Main Office	26761	36704	02/05/18	1	2018	INV P	· (351.00
8	07/18/18	Newton Acme	12568	94737PULSE	0	4747385	501011	BOARD & COMMISSION MEMBERS	7101	Main Office	1212		00/22/17	-	2010	INIV P		2.50
9	07/31/18	Newton Acme	12568	14105	0	4749602	50:	A B	С	D E	F	G		Н			1	J
10		Newton Acme	12568	19568-32		4747806	50: 4											

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we saw how to filter a spreadsheet by columns. By filtering by Computer Equipment, we would only see the lines that have Computer Equipment in column H.

Notice the row #s

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1925	12/07/18				1020031273		4757077		COMPUTER E				Clevelan		22984		02/12/18		2018 I		\$		171.33
1943	12/08/18	Newt	on Acme		67748IDEAS-1	0	4757063	508007	COMPUTER E	QUIPMENT	3-	403 (Clevelan	d	22960	33045	12/26/17	12	2018 I	INV P	\$		22.61
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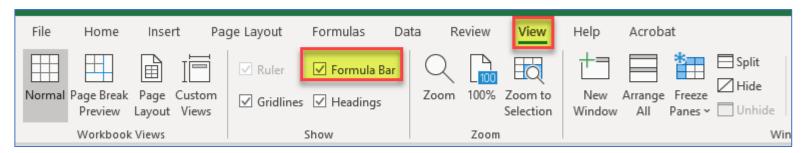
If we want to see which lines there are for Computer Equipment while also still being able to view all lines of the data, IF Function would be a better choice.

By setting up an IF Function in a separate column, a user can view information while still having access to the full set of data.

- To start make sure all filters are disabled.
- > Check to see that the fx box on your screen.

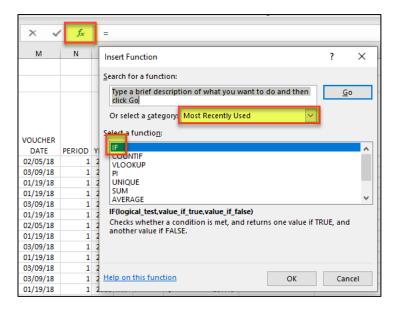


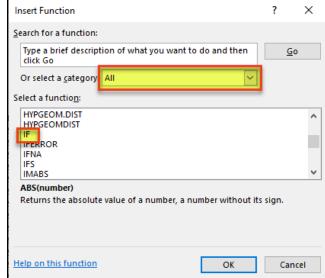
➤ If not go to View Ribbon and select Formula Bar





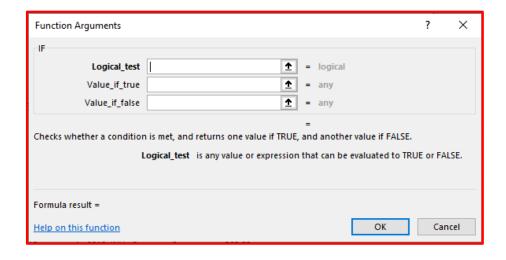
- > Click on the fx formula line
- > A box will pop open.
- Either select from the most Recently Used
- > Or from All
- > Find IF and select it
- > This opens the Function Argument





The Function Argument walks you through each function or formula. Reading this screen is the key to successful results.

A function can be typed into a cell, but until you are comfortable, using the Function Argument is a Best Practice





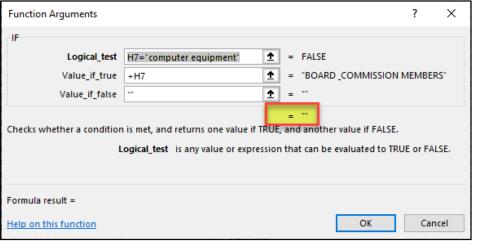
Now that we know where to get the Function Argument box for IF functions, select the cell you want to locate the formula.

- Position our cursor in cell S7
- Select the fx to open the function box for IF

For this example we want to see if there is the word "Computer Equipment" is in Column H and if it is, we want it to show up in Column S so we can see it easily.

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6	DATE	Vendor	Number	INVOICE	PO	Check #	Code	Acct Description	Code	Dept Description	Order	#	DATE	PERIOD	YEAR	TYPE	STATUS	AMOUNT	Fauinment
7	01/01/18	Newton Acme	12568	3105	0	4758052	501811	BOARD & COMMISSION MEMBERS	7101	Main Office	26761	36704	02/05/18	1	2018	INV	P	\$ 351.00	
8	01/01/18	Newton Acme	12568	K-1525	0	4758013	508007	COMPUTER EQUIPMENT	3401	Boston	26744	36684	03/09/18	1	2018	INV	P	\$ 187.00	
9	01/01/18	Newton Acme	12568	TTR07765	0	4758080	505505	EMPLOYEE TRAINING	1219	Extra Training	26773	36716	01/19/18	1	2018	INV	P	\$ 54.00	
10	01/01/18	Newton Acme	12568	46956	0	4758077	505505	EMPLOYEE TRAINING	1219	Extra Training	26784	36728	01/19/18	1	2018	INV	P	\$ 348.00	
11	01/01/18	Newton Acme	12568	P4925601614	0	4764820	508002	FURNITURE & FIXTURES	2103	New York	50624	330079	03/09/18	1	2018	INV	P	\$ 2,670.00	
12	01/01/18	Newton Acme	12568	si-0033483	20180063	8813334	505401	LEASE/RENT EQUIPMENT	1215	Cleveland	29467	39364	01/19/18	1	2018	INV	P	\$ 180.50	
13	01/01/18	Newton Acme	12568	C7484 81470	0	4758254	506001	OFFICE SUPPLIES	1201	Chicago	27409	37314	02/05/18	1	2018	INV	P	\$ 18.50	
14	01/01/18	Newton Acme	12568	PO4019867160	0	4758014	506001	OFFICE SUPPLIES	1201	Chicago	26774	36717	01/19/18	1	2018	INV	P	\$ 465.00	
15	01/01/18	Newton Acme	12568	PO4019873700	0	4758078	606001	OFFICE SUPPLIES DESK	61100	Chicago	26785	36729	03/09/18	1	2018	INV	P	\$ 568.00	
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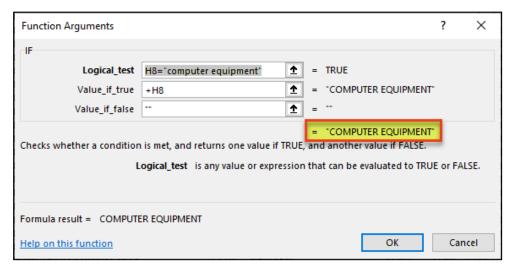


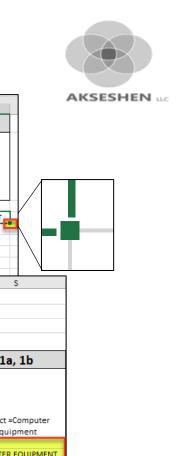


- Logical test is if <u>H7 = "computer equipment"</u>; doesn't have to be case sensitive, but if its text it needs quotation marks.
- ➤ If the logical test is true, the contents of cell +<u>H7</u> will be entered in the cell.
- If the logical test is false, then <u>""</u> which means empty/ blank/vacant will be showing in the cell.

The Function Argument also gives you tips as you enter the arguments on what will show given the logical test and values. For H7, it shows its not Computer Equipment and the cell will show "" or blank.

If you enter this on line 8, the results will be different. Excel know when you copy a formula down that you want to use the next lines data.





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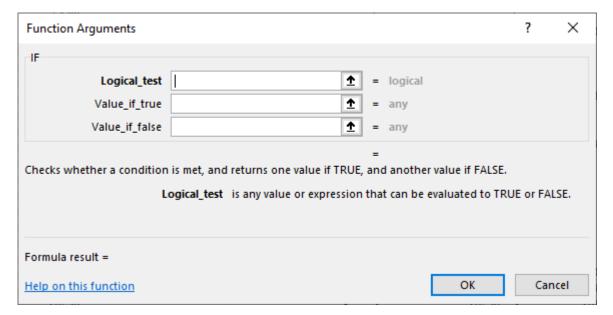
Conclusion



There are many ways to use formulas, the IF formula is one of the most used when working in Excel.

This session showed the most common and the best practice for some.

Use the function box, when possible, it makes using formulas easier.





The End

Questions?

Comments?