

IF STATEMENTS

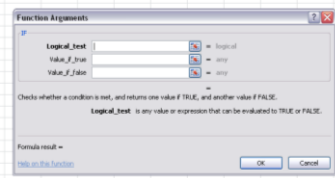
Tuesday April 12, 2016

IF Statements

- **IF statements** represent another **function** that can be used in Excel.
- .
- Use the Insert Function next to the formula bar to help you with entering your formula.

When Inserting an IF Statement

- Use the Insert Function button next to your formula bar.
- Select **IF** when the function selection window appears.
- The following window will open:



- Choose the cell that you would like the IF statement to appear in.
- On the line that reads _____ select the cell that you want evaluated by clicking on it once.
 - Next enter your parameters:
 - .
 - .
 - .
- On the line that reads _____, type what you would like displayed if the selected cell meets the parameters:
 - .

- On the line that reads, _____, type what you would like displayed if the selected cell does not meet the parameters:
 - .
- Select OK
- **Fill down** or **across** to copy your IF statement to adjacent cells that must be evaluated based on the same criteria.

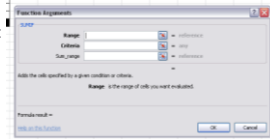
You Try

- Open a blank Excel Workbook
- Save As: IF Statement Example
 - Replicate:
 - All labels
 - Values in column A
 - Insert an IF statement in column B that gives the following commands:
 - Logical_test → If the value of the cell is greater than 4
 - Click on A3 and then type the greater than symbol.
 - A3>4
 - Value if true, Great Job!
 - Value if false, Try Again
 - Press OK
 - CTRL + ~ to view your IF statements in column B.

	A	B
1	IF Statement Practice Example	
2	Value	IF Statement
3	2	Try Again
4	5	Great Job!
5	4	Try Again
6	6	Great Job!
7	1	Try Again
8	3	Try Again
9	4	Try Again
10	9	Great Job!
11	5	Great Job!
12	1	Try Again
13	4	Try Again
14	6	Great Job!
15	7	Great Job!
16	8	Great Job!
17	9	Great Job!
18		

SUM IF Function

- The _____ function is used to select specific cells to add together if they meet a specific criteria.
- Use the Insert Function button next to your formula bar.
- Select **SUMIF** when the function selection window appears.
 - You may have to type it in the search window.
- The following window will open:



- On the line that reads, _____, highlight the cells that you would like Excel to add together if they meet the parameters.
- On the line that reads, _____, input the criteria for which Excel needs to follow to determine which cells to add together.
- Select OK.
- **Fill down** or **across** to copy your IF statement to adjacent cells that must be evaluate on the same criteria.

You Try

- Open a blank Excel Workbook
- Save As: SUMIF Statement Example
 - Replicate the spreadsheet you see below, **except** for the values in column A.
 - Insert a SUMIF statement in column A that gives the following commands:
 - Range → Highlight sells that need to be evaluated for potential addition.
 - Criteria → >4
 - OK
- CTRL + ~ to view your IF statements in column B

	A	B	C	D	E	
1		SUMIF Statement Practice				
2	SUMIF					
3	10	2	5	5	4	
4	26	5	6	9	6	
5	25	4	5	6	8	
6	9	1	2	2	9	
7						