

# IF function

=IF(Criteria,"True","False")

- Create the following spreadsheet using Excel:-

	A	B	C	D	E
1	<b>Forename</b>	<b>Surname</b>	<b>Class</b>	<b>Mock 1 Grade</b>	<b>Pass/Fail</b>
2					
3	KIERNAN	LOUISE	Y10	77	
4	KING	RYAN	Y10	54	
5	LOWE	JANINE	Y10	87	
6	MCCARTHY	CATHERINE	Y10	21	
7	MCCORMICK	CALLUM	Y10	43	
8	NEILD	AMIE	Y10	23	

=IF(D3>20,"Pass","Fail")

- Centre the information in columns C, D & F
- Any Grade over 20% is a pass. Insert the formula in cell E3 to show either Pass or Fail (See call out above)
- Use a similar formula for cells E4, E5, E6, E7, E8
- Print a copy (with your name in the header) on one A4 sheet in Landscape showing Formulae. (➤Tools ➤Options ➤tick Formula)