

Topic 1: Using IF Function (Introduction)

Chapter 2: Advanced Spreadsheet Functions · Topic 1

Key Concept

The IF function follows the format: IF(condition, value if true, value if false), checking a condition and giving different results.

For example, IF(A1>50, "Pass", "Fail") checks if the value in cell A1 is greater than 50, showing 'Pass' or 'Fail' accordingly.

The IF function is useful for automatically categorising data, like marking students as pass/fail based on their scores.

Understanding the IF function helps us use spreadsheets more powerfully, automating decisions instead of checking data manually.

Quick Revision Notes

- IF function format: IF(condition, true value, false value).
- Example: IF(A1>50, 'Pass', 'Fail').
- It checks if A1 is greater than 50.
- It shows 'Pass' or 'Fail' based on the result.
- IF automates categorising data.
- It's useful for pass/fail marking.
- IF makes spreadsheets more powerful.
- It automates decisions instead of manual checking.

Practice Questions

- 1 Write an IF function to check if a number is greater than 10.
- 2 Discuss how IF could mark pass/fail for test scores.
- 3 Practice using IF in a spreadsheet (if available).
- 4 Explain the IF function format in your own words.
- 5 Create your own IF function example.
- 6 Discuss why IF is useful for automation.