



Using IF to display text

The *IF* function can be used to display different information depending on the outcome of the condition test. The resulting text will appear in the cell where the formula containing the *IF* function resides. In the example below the *If* function will indicate where figures in a neighbouring column meet or exceed a specific target.

A	B	C	D	E	F
		Traget	£20,000		
		Commission	5%		
	Monthly Sales	Status	Commission		
	£18,500	=if(B6>=\$D\$2,"Reached Target","Below target")			
	£22,400				
	£44,000				
	£38,000				
	£18,000				

A	B	C	D	E
		Traget	£20,000	
		Commission	5%	
	Monthly Sales	Status	Commission	
	£18,500	Below target		
	£22,400	Reached Target		
	£44,000	Reached Target		
	£38,000	Reached Target		
	£18,000	Below target		



If you only want text to appear if the result is true, you can enter "" (two double quotes) in the position for false – E.G.
`=IF(C7>=E2,"Exceeded Target", "")`



Nesting IF functions

If you need to make more than one decision before calculating an answer, you can nest or embed an **IF** function inside an **IF** function. You use additional **IF** functions in place of the **true** component of the **IF** function. If the result of the first conditional test is true, then the 2nd argument is executed and that's it. If on the other hand the result of the first conditional test is false, then the second (nested) **IF** function re evaluates with a second conditional test.

This structure allows for multiple conditional tests to be run in the event of the precendeing test being false

	A	B	C	D	E	F	G	H	I	J
1										
2	Candidate	Score	Grade		Grade table					
3	Robin Banks	69	=if(B3>=\$E\$8,\$F\$8,if(B3>=\$E\$7,\$F\$7,if(B3>=\$E\$6,\$F\$6,if(B3>=\$E\$5,\$F\$5,\$F\$4)))							
4	Sandy Beeches	56			0	Fail				
5	Nora Bone	67			62	Pass				
6	Neil Doon	73			70	C				
7	Eileen Dover	67			75	B				
8	Ben Dover	70			85	A				
9	Phil Goode	68								
10	Tanya Green	75								

Another way of thinking about what the nested ifs do could be to say:-

=IF(*This is true***,** *do this***,** *otherwise check if this is true***,** *if it is do this***,** *otherwise check if this is true***,** *if it is do this***,** *for everything else do this***)**



Test the highest value first then keep going in the same direction.
For example, we first work out did they score over 85, then over 75, then over 70 and so on



Type your nested functions
Do not use the insert function feature as it's only really designed for simple functions, not nested ones



COUNTIF function

The COUNTIF function counts only those values in a list that meet a criteria you set in the function. For example looking at the list below we can use the COUNTIF function to count all the YES entries in column I.

	A	B	C	D	E	F	G	H	I
1	EMPLOYEE RECORDS								
2									
3	Surname	First Name	Department	Date of Birth	Age	Hire Date	Service	Salary	Long Service
19	Black	Bob	Sales	12/05/1967	48	17/11/1985	29	£25,250	No
20	Bowen	David	Manufacturing	30/09/1955	59	15/05/1979	36	£12,000	Yes
21	Garwood	Jennifer	Manufacturing	16/08/1971	43	01/05/1982	33	£15,450	Yes
22	Warlock	James	Transport	18/07/1965	50	16/08/1983	31	£12,700	Yes
23	Green	Gerry	Sales	08/02/1949	66	29/10/1988	26	£21,000	No
24	Evans	Peter	Marketing	14/11/1960	54	02/02/1985	30	£19,600	Yes
25	Jolly	Samantha	Administration	15/07/1969	46	20/11/1987	27	£11,000	No
26	White	Walter	Sales	19/10/1965	49	27/10/1985	29	£24,300	No
27	Letford	Jacqueline	Manufacturing	27/09/1948	66	13/07/1979	36	£13,000	Yes
28	Matthews	Julian	Warehouse	03/12/1963	51	09/11/1984	30	£10,000	Yes
29	Dunn	Philip	Transport	19/09/1959	55	24/12/1986	28	£17,000	No
30	Cooke	Diane	Manufacturing	21/06/1957	58	02/12/1975	39	£16,500	Yes
31	Murphy	Brenda	Administration	11/09/1944	70	02/09/1962	52	£12,000	Yes
32	Noot	Vanessa	Catering	31/08/1958	56	12/07/1978	37	£11,000	Yes
33	Allen	Zoe	Export	15/09/1962	52	25/05/1982	33	£18,000	Yes
34	Phillips	Lynne	Catering	17/10/1962	52	30/06/1981	34	£11,000	Yes
35	Simpson	Peter	R & D	24/07/1944	71	20/03/1969	46	£25,000	Yes
36	Edwards	Colin	Transport	29/04/1939	76	16/09/1959	55	£21,000	Yes
37	Smith	Anthony	Transport	02/08/1962	53	21/05/1980	35	£19,000	Yes
38	Morris	Julie	Marketing	22/06/1971	44	16/09/1990	24	£23,500	No
39	Welton	John	Security	13/10/1957	57	03/08/1975	40	£22,000	Yes
40	Grey	Geraldine	Sales	31/03/1963	52	18/01/1989	26	£26,000	No
41	Veness	Louise	Finance	02/10/1954	60	22/09/1969	45	£20,000	Yes
42	Gibbings	Mark	Manufacturing	08/08/1969	46	15/04/1989	26	£13,400	No
43	Williams	Rachel	Administration	12/11/1966	48	11/09/1989	25	£11,000	No
44	Violet	Victor	Sales	04/03/1961	54	01/06/1992	23	£29,000	No
45									
46									
47	No. of people with Long service					=COUNTIF(I19:I44,"Yes")			
48									



Why does my formula tell me it contains an error when I finish typing it?

Remember the second argument after the comma, must be enclosed with double speech marks "" for example >20000 would be written ">20000".

SUMIF function

The SUMIF function will allow you add up only those values that meet the criteria you set. For example in the data above you could add up all the salaries above £20,000, thus:-

=SUMIF(H19:H44,">=20000")



Data to be evaluated

Criteria – so only add up values where this is true