

Activity 2: Use the IFS function in Google Sheets

In this activity, you will create a formula using the IFS function. You'll continue working with your Google Sheets spreadsheet from the previous activity.

Complete the following steps:

1. In your spreadsheet “OTR regional sales.”, create a new column (G) and name it “Sales status.”
2. Move to cell G2, and from the **Functions** drop-down, choose **Logical** and select **IFS**.
3. Create a formula to show text “Above forecast” if the forecast delta (column G) is greater than zero, and “Below forecast” if that is not true.

Use `=IFS(F2="", "", F2>0, "above forecast", F2<0, "below forecast")`

4. Copy a relative reference to the rest of column G by selecting the bottom right corner of the cell and dragging it down all the cells in the column. Note: Google Sheets may actually prompt you to autofill the formula in all rows for you.