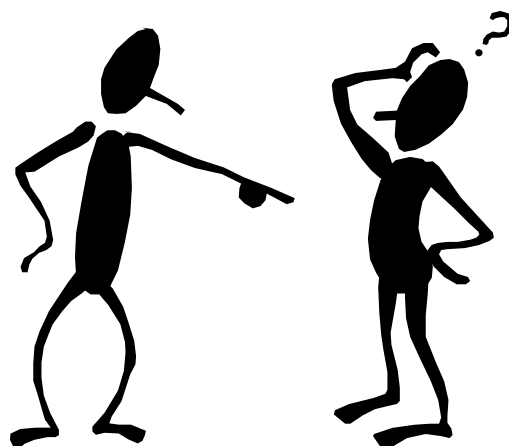


IF Function Worksheet

	A	B	C
1	Name	Form	Mark %
2	BURNETT Brian	11A	67
3	DICKINSON Olivia	11A	94
4	KARN Matthew	11A	78
5	PATEL Asma	11A	78
6	ALLEN Lizzy	11B	75
7	BOLTON Joseph	11B	59
8	EGBE Jessica	11B	90
9	LAWTON Catherine	11B	76
10	YOUNG John	11B	65



TASK:

- Carefully type in the data above.
- Put the label **Grade** in D1
- Put an IF function in D2 that will automatically put "Pass" or "Fail" in D2 depending on whether Brian's mark is greater than or equal to 75. Check your formula result. Is it what you expected?
- Use the fill handle to replicate the formula in D2 to the cell range D3:D10
- Put the label **Teacher** in E1
- Put an IF function in E2 that will automatically put "Mrs Green" in E2 depending on whether Brian's form is 11A otherwise put "Mr Jones". Check your formula result. Is it what you expected?
- Use the fill handle to replicate the formula in E2 to the cell range E3:E10
- Set your worksheet to landscape, show row and column headers and grid lines and put your name in the header. Print preview to check and make sure the worksheet fits on one page. Print out.
- Show formulae and rearrange your columns to make sure it still fits on one page. Print preview to check. Print out.

EXTENSION: (Absolute Cell References)

A teacher may well use this spreadsheet in real life. She may want a quick way to try out different pass marks so that more of the class will pass! She will want 75 in a cell on its own so she only needs to change it in one place and the formulae will change it automatically everywhere else. So.....see below

Put a label in G2 saying **Pass Mark** and put **75** into H2. Instead of putting 75 in the IF function replace it with H2. Be careful when you use the fill handle to replicate the new If function down to the other cells as the row 2 in H2 will change too. Try it and see. To stop H2 changing when using the fill handle use the absolute cell reference H\$2 which locks the 2 in position. Now try changing the pass mark in H2. Does the computer automatically



G	H
Pass Mark	75

change the Pass and Fail values correctly?