	A	B	C	D	E	F	G	H
1		**Stock Take Sheet - Dry Stores**						
2								
3	**Shelf Number**	**Description**	**Size**	**ReOrder Level**	**Unit Value**	**Quantity**	**Value**	
4	567	Heinz Baked Beans	450g	30	0.27	45	12.15	
5	568	Heinz Baked Beans	900g	30	0.51	17	8.67	ReOrder
6	569	Heinz Baked Beans	2000g	10	1.10	3	3.3	ReOrder
7	570	Batchelor's Beans	450g	30	0.28	32	8.96	
8								
9		**Key Points Q2.4**						
10	Total						33.08	
11		This column uses an =If() statement, saying that if the current stock is less than the re-order						
12		level, put the word "Re-order" in the cell, otherwise put nothing. Remember that to include text in						
13		an =If() statement, you must enclose it in double quotation marks. The formula in H4 reads						
14								
15		=IF(F4<D4,"ReOrder","")						
16								
17								
18								