Lab 9 Activity 3 - Assigning Grades Using IF Function
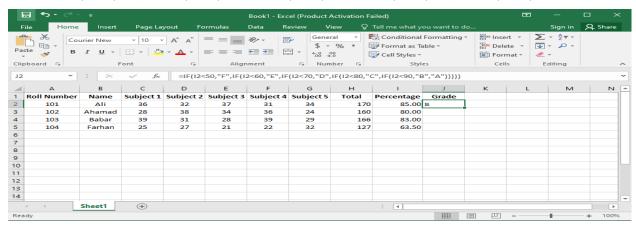
Objective: Implement conditional logic to assign letter grades.

1. In the Grade column, use the following IF function:
    =IF(I2<50,"F",IF(I2<60,"E",IF(I2<70,"D",IF(I2<80,"C",IF(I2<90, "B","A")))))
2. Press Enter and use the fill handle to apply it to other rows.
3. Apply conditional formatting to highlight failing students in red.
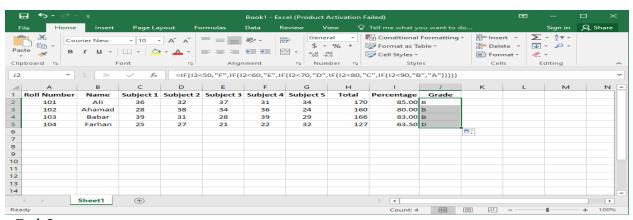4. Save and close the file.

_____

Solutions:

Task 1:

- Click on **Cell J2** (under the "Grade" column).
- Enter the following formula:
`=IF(I2<50,"F",IF(I2<60,"E",IF(I2<70,"D",IF(I2<80,"C",IF(I2<90,"B","A")))))`

Task 2:

- Press **Enter** and use the **fill handle** (drag the small square at the bottom-right of the cell) to copy the formula to other rows.

Task 3:

- Select the entire **Grade column** (e.g., **J2:J50**, depending on your data).
- Click **Home > Conditional Formatting > New Rule**.
- Choose **"Format cells that contain"**.
- In the **Format Cells dialog**, set the rule:

Format only cells that contain → **Cell Value** → **Equal to** → Enter "B"
Click **Format**, go to the **Fill** tab, and select **Light green color.**
Click **OK**.

- Click **Apply** and **OK**.

Task 4:

- Click **File > Save**.
- **Close Excel.**