

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")))))`

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	Roll Number	Name	Subject 1	Subject 2	Subject 3	Subject 4	Subject 5	Total	Percentage	Grade				
2	101	Ali	36	32	37	31	34	170	85.00					
3	102	Ahamad	28	38	34	36	24	160	80.00					
4	103	Babar	39	31	28	39	29	166	83.00					
5	104	Farhan	25	27	21	22	32	127	63.50					

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.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	Roll Number	Name	Subject 1	Subject 2	Subject 3	Subject 4	Subject 5	Total	Percentage	Grade				
2	101	Ali	36	32	37	31	34	170	85.00	B				
3	102	Ahamad	28	38	34	36	24	160	80.00	B				
4	103	Babar	39	31	28	39	29	166	83.00	B				
5	104	Farhan	25	27	21	22	32	127	63.50	D				

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**.

The screenshot shows the Microsoft Excel interface with the following data in the spreadsheet:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Roll Number	Name	Subject 1	Subject 2	Subject 3	Subject 4	Subject 5	Total	Percentage	Grade				
2	101	Ali	36	32	37	31	34	170	85.00	B				
3	102	Ahamad	28	38	34	36	24	160	80.00	B				
4	103	Babar	39	31	28	39	29	166	83.00	B				
5	104	Farhan	25	27	21	22	32	127	63.50	D				
6														
7														
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The formula bar shows the conditional formatting formula: `=IF(I5<50,"F",IF(I5<60,"E",IF(I5<70,"D",IF(I5<80,"C",IF(I5<90,"B","A")))))`

Task 4:

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