

STUDY GUIDE

PROBING DATA WITH LOGICAL FUNCTIONS

Logical functions ask Excel whether or not each data point meets certain criteria.

IF Function

- IF statements determine if a data point meets a certain criterion.
- IF syntax: =IF(Condition, Value to return if true, Action if false)
- If this condition is met, return the specified value. Otherwise, perform the second action specified.

AND Function

- AND statements determine if two or more criteria are met.
- AND syntax: =AND(condition1,condition2,...)

OR Function

- OR statements determine if one — or none — of a list of criteria are met.
- OR syntax: =OR(logical1,logical2,...)
- If any of the conditions are met, the OR function returns TRUE.