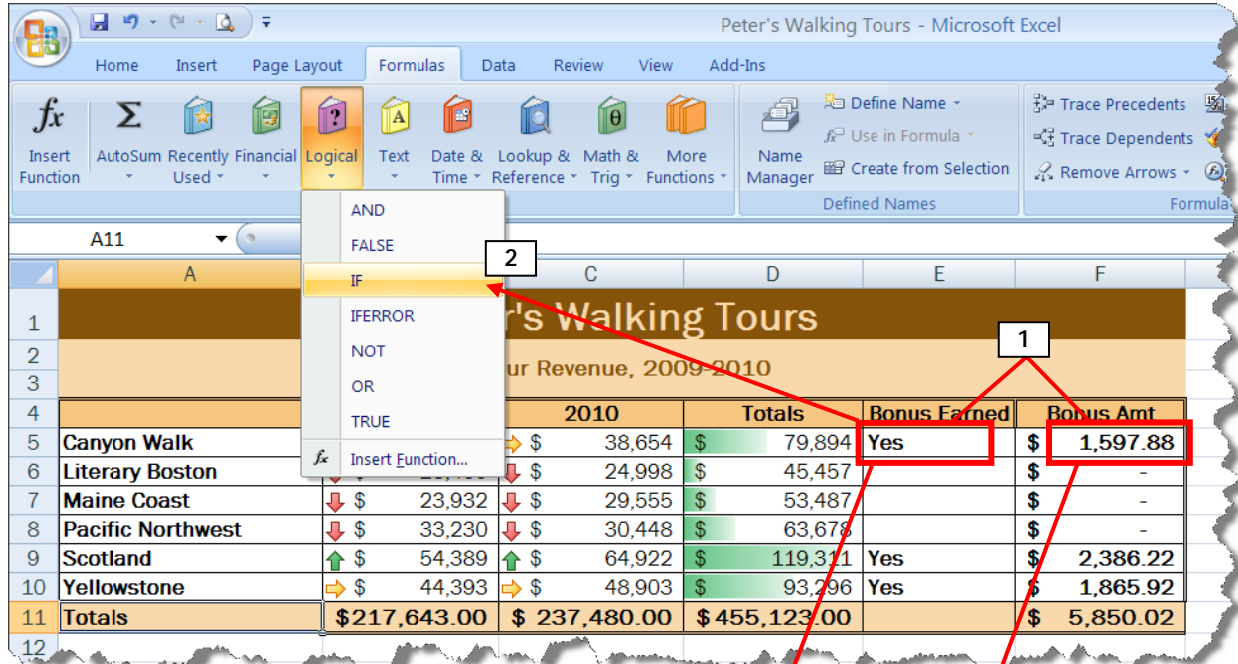


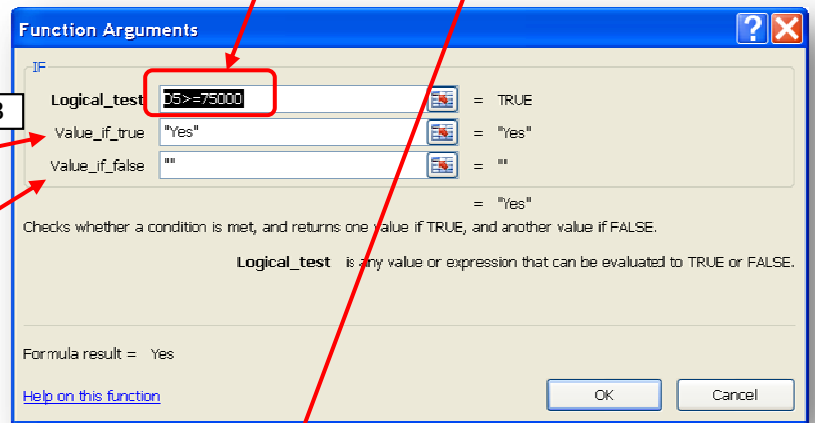
# IF/THEN FUNCTION NOTES

The **IF Function** fills a cell with a value if a condition or question is TRUE and another value if the condition is FALSE. Start in the cell you want the answer to be and click:

**Formulas** Tab → **Function Library** group → **Logical** button → **IF**



- 1) Logical test –the Question –EX. "Is Canyon Walk's Total more than or equal to 75,000 so they get a bonus?"
- 2) If it is  $\geq 75,000$  then it's true and we want the word "Yes" in the cell E5.
- 3) If not the question is false we want nothing in the cell so we type "".
- 4) Click OK – Copy the formula down to E10.



- 1) Logical test –the Question –EX. "Did Canyon Walk have a Yes in Bonus Earned?"
- 2) If E5 is **yes** then it's true and we want to multiply cell D5 by 2% to calculate the Bonus Amt for F5.
- 3) If not the question is false their bonus amt is 0 so type that in the box.
- 4) Click OK – Copy the formula down to F10.

