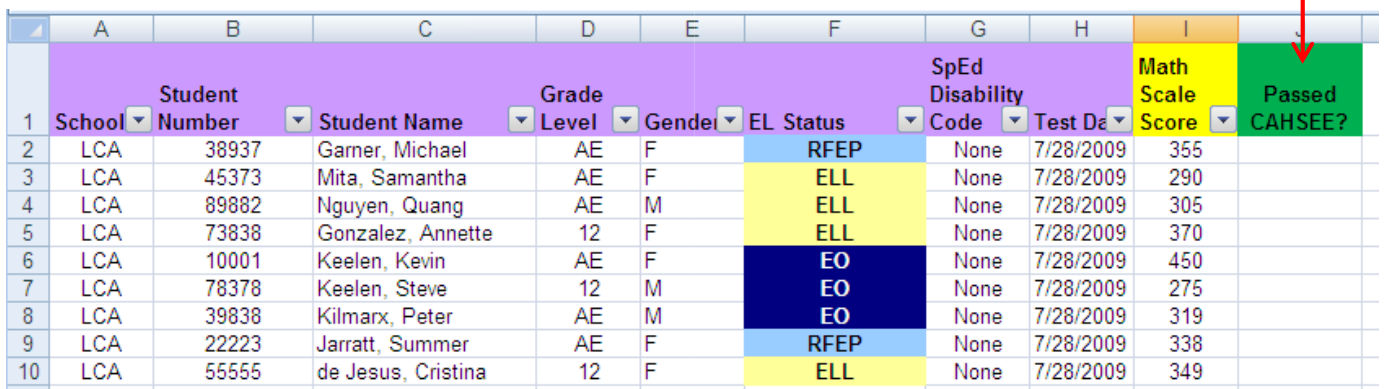


Using “If, Then” Statements in Excel

“If, Then” statements provide logic in Excel, and are an excellent way to summarize data. In this example, we’ll be looking at CAHSEE data to determine who passed and who did not.

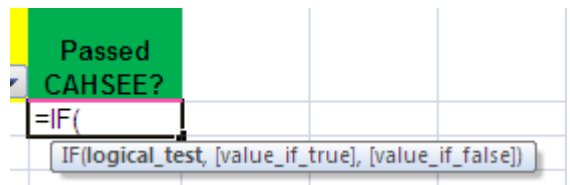
Step 1: Insert a column into spreadsheet and label the column. In this case, I’m going to use the label “Passed CAHSEE?”



| | A | B | C | D | E | F | G | H | I | J |
|----|--------|----------------|--------------------|-------------|--------|-----------|----------------------|-----------|------------------|----------------|
| 1 | School | Student Number | Student Name | Grade Level | Gender | EL Status | SpEd Disability Code | Test Date | Math Scale Score | Passed CAHSEE? |
| 2 | LCA | 38937 | Garner, Michael | AE | F | RFEP | None | 7/28/2009 | 355 | |
| 3 | LCA | 45373 | Mita, Samantha | AE | F | ELL | None | 7/28/2009 | 290 | |
| 4 | LCA | 89882 | Nguyen, Quang | AE | M | ELL | None | 7/28/2009 | 305 | |
| 5 | LCA | 73838 | Gonzalez, Annette | 12 | F | ELL | None | 7/28/2009 | 370 | |
| 6 | LCA | 10001 | Keelen, Kevin | AE | F | EO | None | 7/28/2009 | 450 | |
| 7 | LCA | 78378 | Keelen, Steve | 12 | M | EO | None | 7/28/2009 | 275 | |
| 8 | LCA | 39838 | Kilmarx, Peter | AE | M | EO | None | 7/28/2009 | 319 | |
| 9 | LCA | 22223 | Jarratt, Summer | AE | F | RFEP | None | 7/28/2009 | 338 | |
| 10 | LCA | 55555 | de Jesus, Cristina | 12 | F | ELL | None | 7/28/2009 | 349 | |

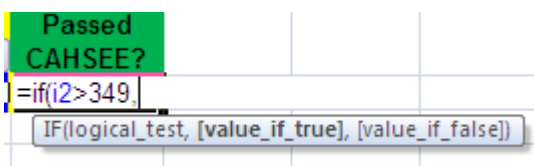
Step 2: In the first cell in your new column, type the following formula:

=IF(



Step 3: Type in your logical test, including the specific cell you’ll be including in your test.

In this example, we’re using the logical test: $I2 > 349$.

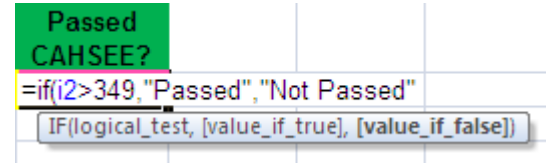


Note: Make sure you type in a comma after your logical test. This will enable you to enter your “then” statements.

Step 4: Enter your “then” statements, separated by a comma.

The first “then” statement is what you’d like the cell to read if the statement is true; the second “then statement” is what you’d like to cell to read if the statement is false.

In this case, I’m going to use “Passed” as my true statement and “Not Passed” as my false statement. An example is seen to the right.



Note: Make sure you put quotation marks around your statements!

Step 5: Hit your “Enter” key and see the results. If the “If, Then” statement worked, copy and paste your formula until the end of the column.

| | A | B | C | D | E | F | G | H | I | J |
|----|---------|--------|--------------------|-------|-----------------|-----------|------|-----------|-------|------------|
| | Student | | Grade | | SpEd Disability | | Math | Passed | | |
| 1 | School | Number | Student Name | Level | Gender | EL Status | Code | Test Date | Scale | CAHSEE? |
| 2 | LCA | 38937 | Garner, Michael | AE | F | RFEP | None | 7/28/2009 | 355 | Passed |
| 3 | LCA | 45373 | Mita, Samantha | AE | F | ELL | None | 7/28/2009 | 290 | Not Passed |
| 4 | LCA | 89882 | Nguyen, Quang | AE | M | ELL | None | 7/28/2009 | 305 | Not Passed |
| 5 | LCA | 73838 | Gonzalez, Annette | 12 | F | ELL | None | 7/28/2009 | 370 | Passed |
| 6 | LCA | 10001 | Keelen, Kevin | AE | F | EO | None | 7/28/2009 | 450 | Passed |
| 7 | LCA | 78378 | Keelen, Steve | 12 | M | EO | None | 7/28/2009 | 275 | Not Passed |
| 8 | LCA | 39838 | Kilmarx, Peter | AE | M | EO | None | 7/28/2009 | 319 | Not Passed |
| 9 | LCA | 22223 | Jarratt, Summer | AE | F | RFEP | None | 7/28/2009 | 338 | Not Passed |
| 10 | LCA | 55555 | de Jesus, Cristina | 12 | F | ELL | None | 7/28/2009 | 349 | Not Passed |