



University Information
Technology Services

Microsoft Excel 2013

Advanced Functions and Modifying Spreadsheets

University Information Technology Services

Training, Outreach, Learning Technologies and Video Production

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University Information Technology Services

Microsoft Office Excel 2013

Advanced Functions and Modify Spreadsheets

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Introduction

The Excel 2013 Advanced Functions and Modifying Spreadsheets booklet provides the user with the necessary skills to create more detailed and extensive spreadsheets, and enhance their visual impact with charts and other graphic objects.

Learning Objectives

- Using the IF Function.
- Using the PMT Function.
- Working with Frequencies.
- Inserting Headers and Footers.
- Creating Hyperlinks.
- Use drawing objects to add visual appeal to spreadsheets.
- Insert screenshots into the spreadsheet.

The IF Function

The **IF** function is a useful tool that allows you to see if a certain condition in a spreadsheet is true or false. For example, if a condition is true, the function will carry out one action. If the condition is false, it will carry out a different function. The syntax for the **IF** function is as follows:

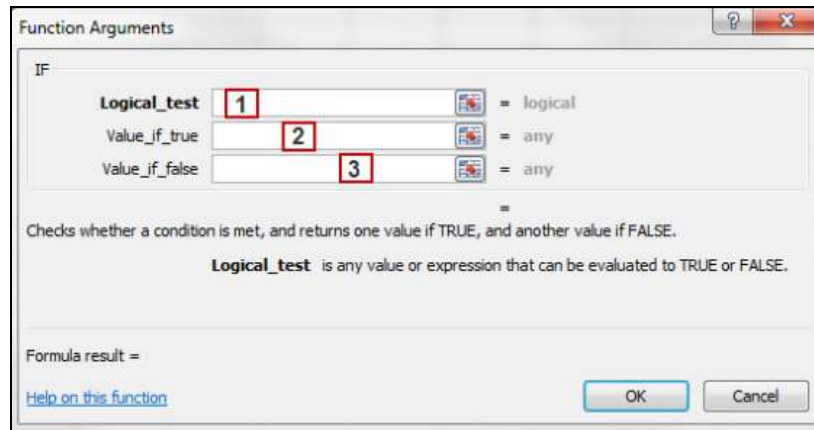


Figure 1 - The If Function Arguments

=IF (logical_test, value_if_true, value_if_false)

1. Logical_test – a value or expression that is tested to see if it is true or false.
2. Value_if_true – the value that is displayed if logical_test is true.
3. Value_if_false – the value that is displayed if logical_test is false

The following explains how to use the IF function. In this example, cells A3 through A12 contain exam grades. We will use the *If* function to create a formula in cells B3 through B12 that will indicate if the corresponding grade is a “Pass” or a “Fail” (see Figure 2).

| | A | B |
|----|--------------------|---------------------|
| 1 | Exam Grades | |
| 2 | Grade | Pass or Fail |
| 3 | 90 | |
| 4 | 83 | |
| 5 | 78 | |
| 6 | 75 | |
| 7 | 54 | |
| 8 | 48 | |
| 9 | 84 | |
| 10 | 90 | |
| 11 | 95 | |
| 12 | 61 | |

Figure 2 - Grades Example

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