



University Information  
Technology Services

# Microsoft Office

## Excel 2016 for Windows

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Advanced Functions & Modifying Spreadsheets

University Information Technology Services

Learning Technologies, Training & Audiovisual Outreach

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**Published by Kennesaw State University – UITS 2016**

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# University Information Technology Services

## Microsoft Office: Excel 2016 for Windows Advanced Functions & Modify Spreadsheets

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## **Introduction**

The Excel 2016 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*. If a condition is *true*, the function will carry out one action. If the condition is *false*, it will carry out a different function. (e.g. If students have a test score above 75, then they will be marked as pass).

The syntax for the IF function is as follows: =IF (logical\_test, value\_if\_true, value\_if\_false)

- **Logical\_test** - a value or expression that is tested to see if it is true or false.
- **Value\_if\_true** - the value that is displayed if the logical\_test is true.
- **Value\_if\_false** - the value that is displayed if the logical\_test is false

The following example explains how to use the IF function. 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*.

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

Figure 1 - Grades Example

1. Click on **cell B3**.
2. In the *Formula Bar*, click on **Insert Function**.

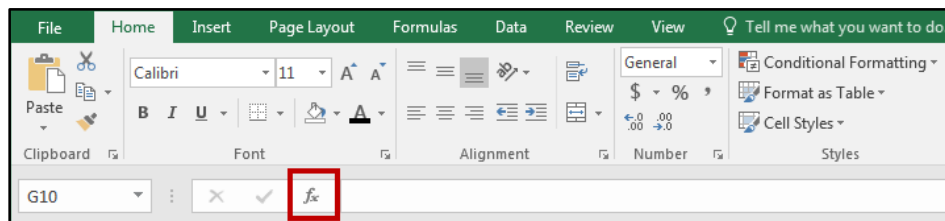


Figure 2 - Insert Function

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