



Module 16: IF Formula

16.1 IF Formula

The IF function allows you to make logical comparisons between an actual value in a worksheet, and what you expect.

The result of the comparison can be TRUE or FALSE. The function can carry out different actions depending on whether something is true or false. It looks something like this: =IF(Something is TRUE, then do something, if not do something else) The IF function can be used to evaluate text and values, and it can be used to evaluate errors.

One example of when you would want to apply the IF function is if you want Excel to determine whether a value is within budget or over budget:

In one column (B) you can note your budget.

In the next column (C) what you actually spent

In the third column, you can use the IF function to determine automatically if an amount is within budget or not, using a formula like this: =IF(B6>C6,"Over budget","Within budget")

The formula is asking Excel to determine whether the actual amount spent is greater than the amount budgeted, and if it is, the result cell should say "Over budget". Otherwise, it should say "Within budget."

16.2 Video Instruction

How to perform the IF Formula in Excel - 2m41s

16.3 Task

Estimated Time: 10 minutes

Download the worksheet that accompanies this video by clicking below. Once downloaded practice the IF Formula in Excel using the video above as a reference.

[Download Worksheet](#)

Option #2: Worksheet without formula

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