



Advanced Functions

Working Through Advanced Functions

Excel 2007 has increased the flexibility of many of its more advanced functions by expanding the ability to apply multiple conditions to functions that are widely used. Now, useful tools like the IF function and its many variants, as well as the INDEX, MATCH, and OFFSET functions, can be quickly

combined in ways that add improved usability to common Excel calculations.

Note: Since some basic knowledge of Excel 2007 is assumed, those in need of a starter guide are referred to the *Excel 2007 Functions & Formulas Spotlight Guide* by Nevada Learning Series.

The Office Button

Insert Function button. See *To apply the IF function*, below.

The Formulas tab

Conditional Sum button. See *To add the Conditional Sum Wizard to the Ribbon*, page 2.

Create from Selection option. See *The COUNTIF Function*, page 3.

Function examples

The IF Function

The IF function is a logical function that tests to see if a spreadsheet condition is true or false. This function can be used to return a value in a cell, which you can then use to fulfill an argument in another function. The syntax for the IF function is: =IF(logical_test,value_if_true,value_if_false)

To apply the IF function:

1. Enter a value in a cell (e.g. 16 in cell B1). Using cell C1 as the location for the result, open the IF function by entering =IF (into the cell.
Tip: If you're having trouble keeping track of formula arguments, or if you are combining many functions into one, it may be helpful to use the Insert Function button, located under the Formulas tab in the Function Library group. Click the button, locate the function you want, and use the dialog boxes to enter the function's arguments.
2. For the logical_test argument, click cell B1 to use its value, followed by the greater than symbol (>), then a second value (e.g. 30) and a comma, so that the formula to this point is: =IF (B1>30,
•topic continues on next page

TABLE OF CONTENTS

- | | | | |
|---|--------------------------------|---|---------------------|
| 2 | The SUMIF Function | 5 | The MATCH Function |
| 3 | The COUNTIF Function | 6 | The OFFSET Function |
| 4 | The COUNTIFS & INDEX Functions | | |