

IF

Open Microsoft Excel

Enter the following information

	A	B	C	D	E
1	HOLIDAY COSTS	Option 1	Option 2	Option 3	
2	Flight	£345.00	£234.00	£150.00	
3	Hotel	£575.00	£375.00	£275.00	
4	Entertainment	£200.00	£200.00	£200.00	
5					
6	TOTAL				
7	IF				
8					

Make sure to format the cells **B6 to D6**
Currency to 2 decimal places

In cell **B5** use **AUTOSUM** to calculate the total of OPTION 1

REPLICATE to find the totals of Option 2 & Option 3

IF – Click into cell B7

FORMULAS Ribbon

Choose **LOGICAL**
IF

IF(logical_test,value_if_true,value_if_false)

Checks whether a condition is met, and returns one value if TRUE, and another value if FALSE.

Tell me more

1	HOLIDAY COSTS			
2	Flight			
3	Hotel			
4	Entertainment			
5				
6	TOTAL	809.00	625.00	
7	IF			

Insert the Function Arguments
IF the total in B6 <1000

Function Arguments

IF

Logical_test: B6<1000 = FALSE

Value_if_true: "YES" = "YES"

Value_if_false: NO = "

Checks whether a condition is met, and returns one value if TRUE, and another value if FALSE.

Value_if_false is the value that is returned if Logical_test is FALSE. If omitted, FALSE is returned.

Formula result =

OK Cancel

1	HOLIDAY COSTS	Option 1	Option 2
2	Flight	£345.00	£234.00
3	Hotel	£575.00	£375.00
4	Entertainment	£200.00	£200.00
5			
6	TOTAL	£1,120.00	£809.00
7	IF	YES",NO)	

OK

MORE THAN >
LESS THAN <

REPLICATE this formula to Option 2 & Option 3

	A	B	C	D
1	HOLIDAY COSTS	Option 1	Option 2	Option 3
2	Flight	£345.00	£234.00	£150.00
3	Hotel	£575.00	£375.00	£275.00
4	Entertainment	£200.00	£200.00	£200.00
5				
6	TOTAL	£1,120.00	£809.00	£625.00
7	IF	NO	YES	YES
8				

RESULT SO FAR

You need to make **OPTION 1** affordable

	A	B	C	D
1	HOLIDAY COSTS	Option 1	Option 2	
2	Flight	£345.00	£234.00	£150.00
3	Hotel	£475.00	£375.00	£275.00
4	Entertainment	£179.00	£200.00	£200.00
5				
6	TOTAL	£999.00	£809.00	£625.00
7	IF	YES	YES	YES
8				

**Adjust the Figures in
 OPTION 1 to make
 the holiday less than
 £1000**

