Using the IF Function

This guide will show how to use the If function, which returns one value if the condition is true and another value if the condition is false.

**Step 1**
Type in the equals sign and start typing “if”. Double click on the function when it becomes available.

**Step 2**
Enter the logical test by clicking on the initial cell, inputting the comparative symbol, and entering the comparative value. The comparative value can be a fixed number or another referenced cell. The completed statement should look similar to “L4>69”.

*Note: The logical test must compare two values by using greater than (>), less than (<), greater than/equal to (>=), less than/equal to (<=), or equal to (=).*

**Step 3**
Type a comma to move to the next argument.

**Step 4**
Enter the output to display if the condition is true. If the output is a word, it must be entered in quotes.

**Step 5**
Type a comma to move to the next argument. Enter the output to display if the condition is false. If the output is a word, it must be entered in quotes.

**Step 6**
Press enter to display the results.
More Information
For access to additional information, tutorials and workshops, please visit the Center for Academic Technology website, [http://www.butler.edu/it/cat](http://www.butler.edu/it/cat), contact any Center for Academic Technology staff member at training@butler.edu, or contact the Information Commons desk in Irwin Library at infocommons@butler.edu or 940-9235.

Bibliography

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