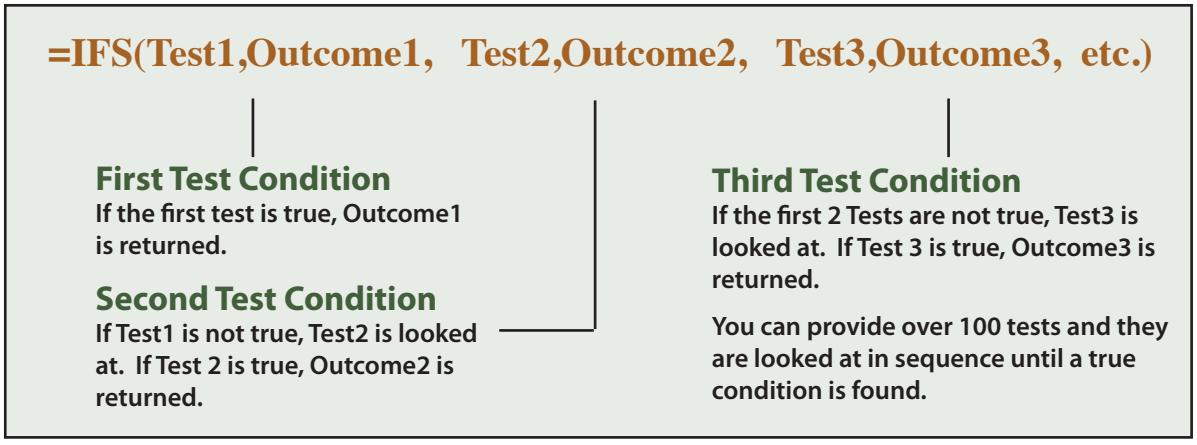
Chapter
20

The IFS Function

In the last chapter you saw that IF formulas can become quite complicated. The IFS function can be used to simply IF(AND or IF(OR functions. It also combines some of the features of the IF and LOOKUP functions into one function.

The IFS function checks whether one or more conditions are true and returns a value that meets that condition. Its structure is summarised in the following diagram.



Simple IFS Functions

The first application of the IFS function will involve allocating letter grades for a school teacher's test results. Let's say that the teacher has decided that marks of 80% and over should be allocated an A, marks between 70% and 79% a B, marks between 60% and 69% a C, marks between 50% and 59% a D, and marks below 50% an E.

A Loading the Prepared Template

1 Load Microsoft Excel or close the current file.

2 Click on the OPEN icon in the QUICK ACCESS TOOLBAR or select OPEN from the FILE tab or FILE menu.

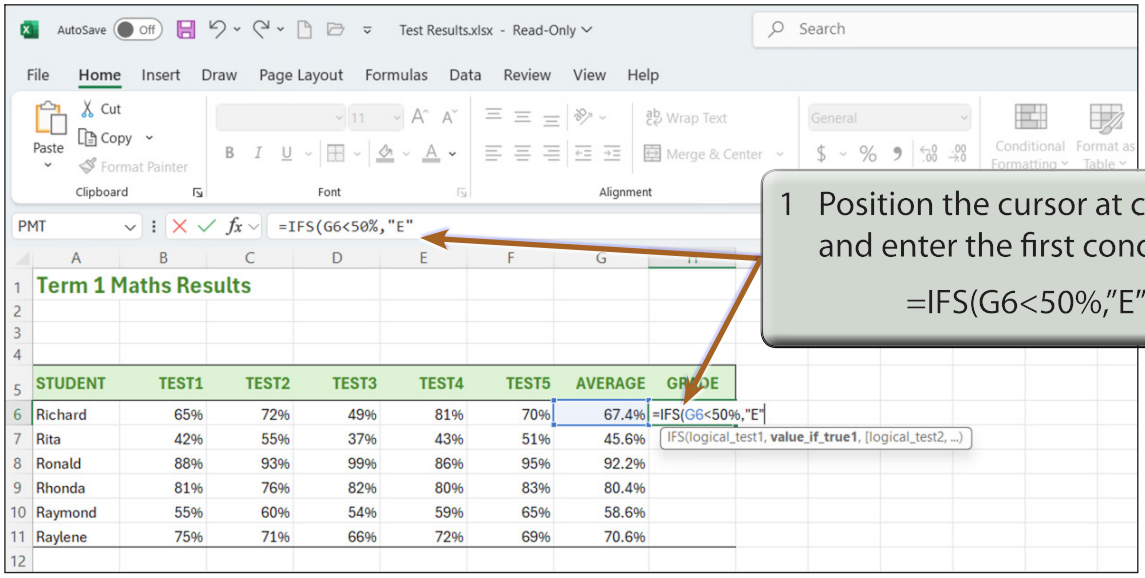
3 Access the CHAPTER 20 folder of the EXCEL 2025 SUPPORT FILES and load the file:

Test Results

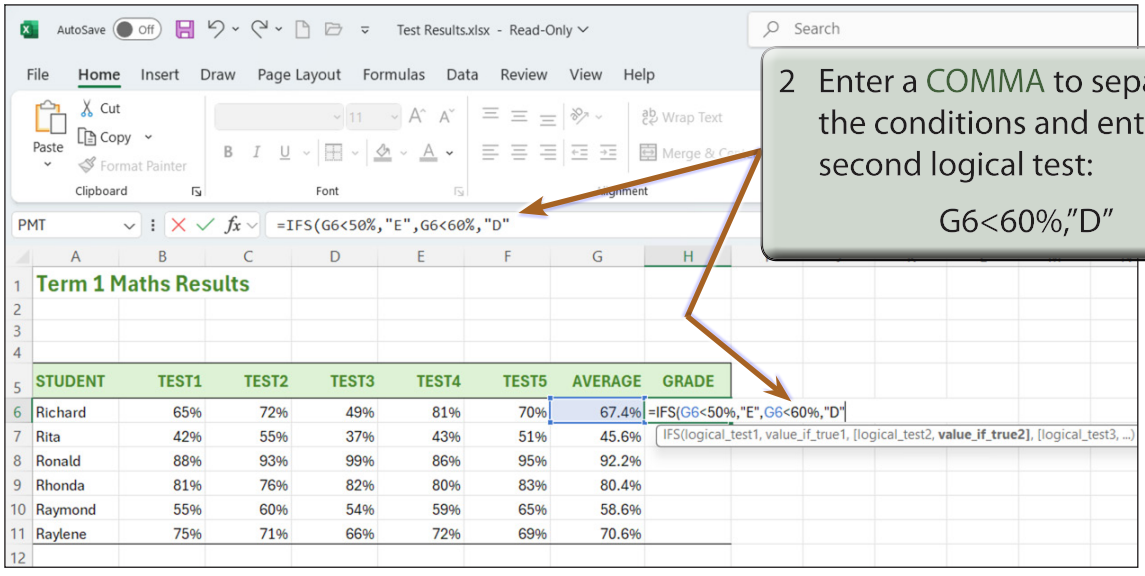
Selecting YES to the READ-ONLY dialogue box.

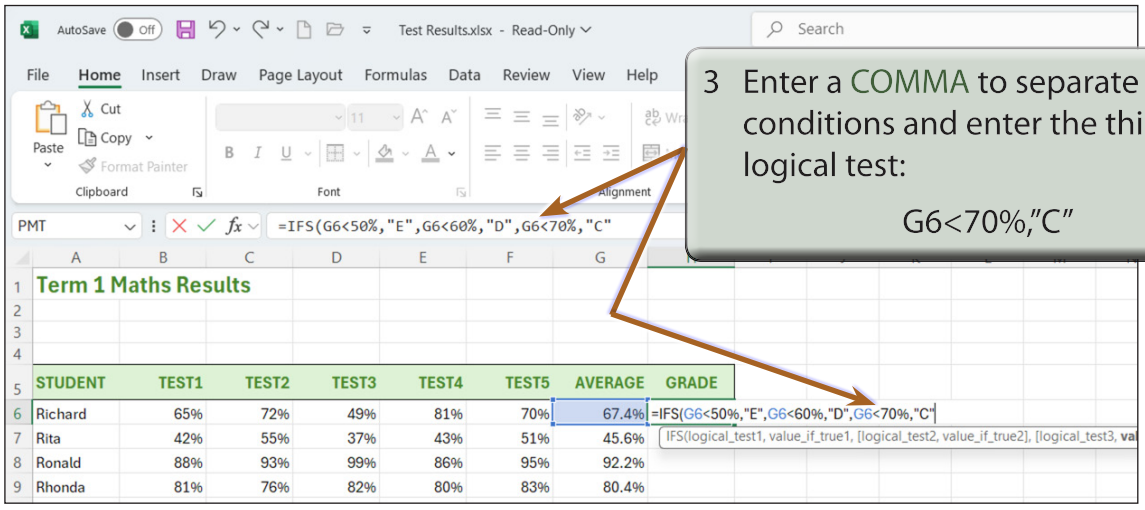
B Entering the IFS Formula

The IFS function will be entered in stages so that you can learn its parts.



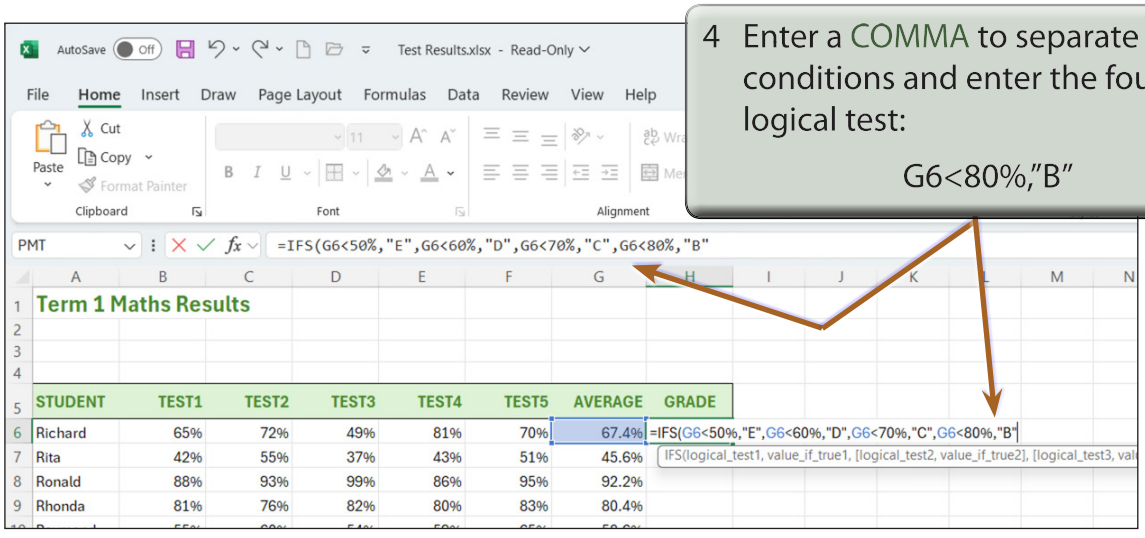
NOTE: The first part of the formula says: "IF the AVERAGE cell is less that 50%, DISPLAY an E". Each logical test in the formula follows the same structure.





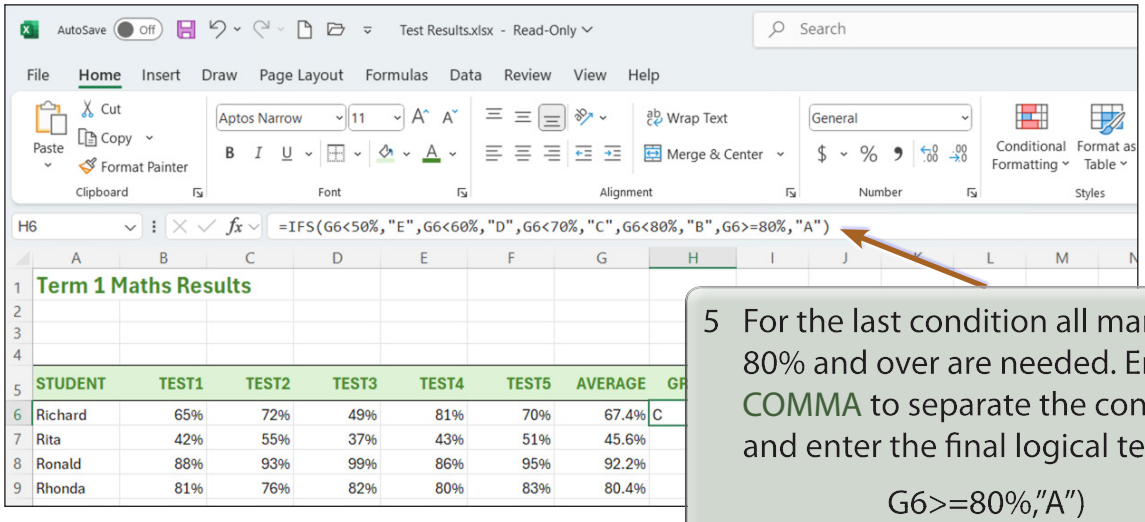
3 Enter a COMMA to separate the conditions and enter the third logical test:

G6<70%,"C"



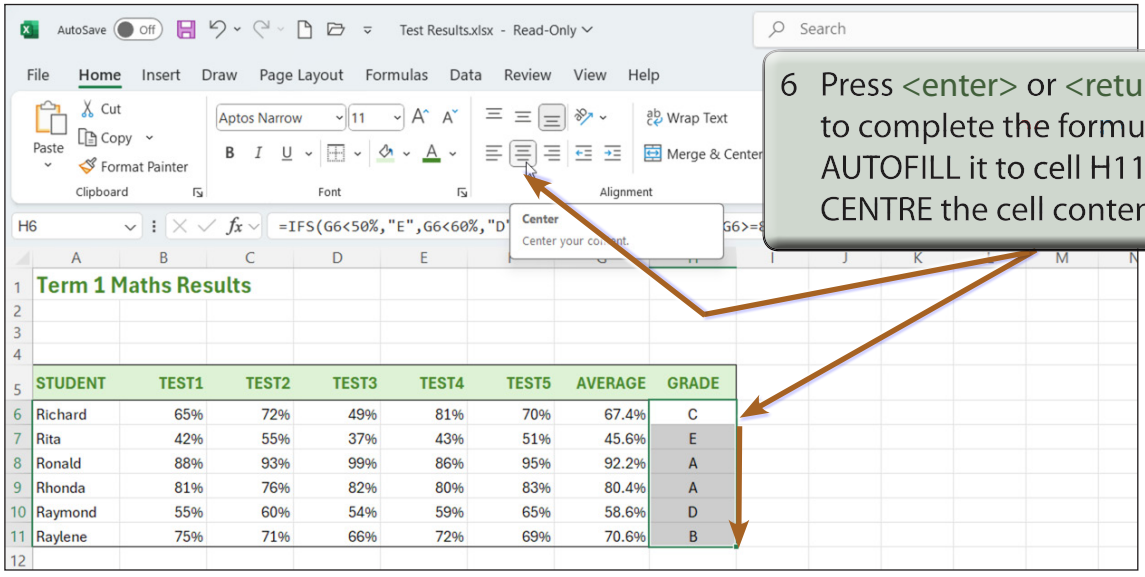
4 Enter a COMMA to separate the conditions and enter the fourth logical test:

G6<80%,"B"

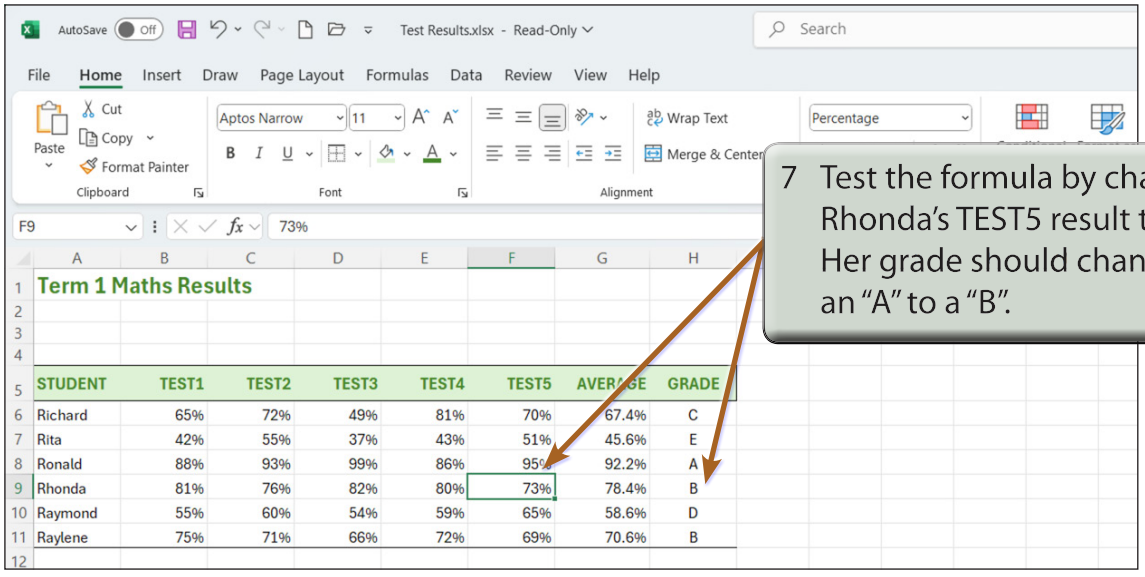


5 For the last condition all marks 80% and over are needed. Enter a COMMA to separate the conditions and enter the final logical test:

G6>=80%,"A")



6 Press <enter> or <return> to complete the formula, AUTOFILL it to cell H11 and CENTRE the cell contents.



7 Test the formula by changing Rhonda's TEST5 result to 73%. Her grade should change from an "A" to a "B".

NOTE: The IFS function works through each condition (logical test) in order. If the first condition is TRUE, its value is displayed and the function stops. If the first condition is NOT TRUE, the next condition is tested and so on until a TRUE condition is found.