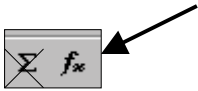


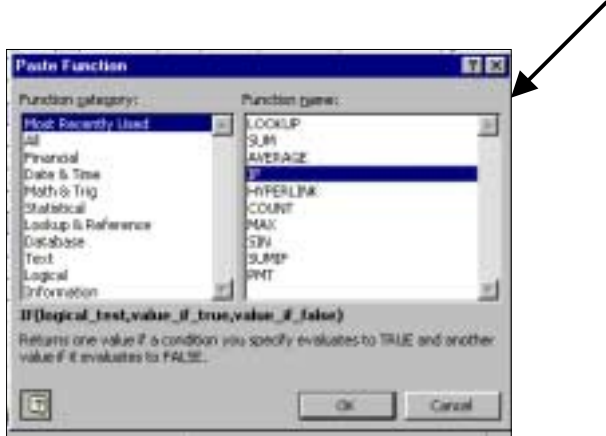
The 'IF' Function

Step 1

1a. Click in the cell you want the formula to be applied. Then click on the paste function icon on the tool bar.

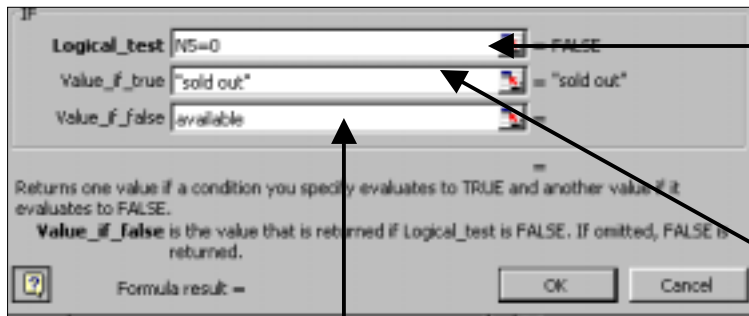


1b. You will now see this window, highlight the 'IF' function and click on OK.



Step 2

Next you will see this window. This is the 'IF' formula window. You must type in the relevant formula.



In this example N5 is the cell we want the formula to be applied. Therefore we write here N5=0.

In this section you write what it is you want the cell to display eg. in this case if N5=0 we want the cell to display "Sold Out"

In this section you type what it is you want the cell to display if N5 does not =0. In this example we want the cell to display "available"

Check the worksheet to see if it works!