IF_AND Functions

A common use of the IF_AND function is to check if the data in <u>two</u> cells is true then print a word, or a number.

Activity 1 BONUS

1. Open the workbook **IF_AND Introduction**

2. It is decided to pay a bonus to all employees with 4 or more years of service who have had less than 2 days absence this year.

3. Enter the header row label **Bonus** in cell **F1**.

4. Select cell **F2** and enter the function **=IF(AND(D2>=4,E2<2),"Bonus","")**

5. Click **OK** to enter the function.

6. Replicate the function from **F2** to **F20** to see who qualifies for the bonus.

7. Make sure your name is in the spreadsheet header.

8. Save the spreadsheet as **Employee_bonuses**.

9. Save the spreadsheet in Formula view

Activity 2 My First Car

1. Import the text file 'my_first_car'

2. Use a function to show the word 'consider' when the **Insurance cost** is less than £950 and the **Purchase price** is less that £1100.

3. Filter the data so that only cars to be considered are showing and are sorted by mileage in ascending order.

4. Format the spreadsheet so that is clear and easy to read.