

## Section 4 – Awards, Comments and Passes (3 marks)

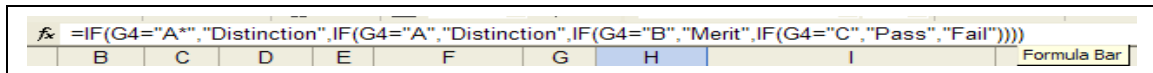
In this section you will:

1. Add columns for Awards and Comments
2. Learn how to use the **IF Function**
3. Work out the number of passes at each grade
4. Print out a value version and a formula version

### 1. Adding an Award in Column H using the Multiple IF function

Insert a new worksheet as you did at the start of No.3. Rename it **Award, Comment & Passes**. Now highlight **ALL** the contents of the worksheet **Mean & Grades**, and copy it. Paste it into the Awards, Comments and Passes sheet, being careful to begin with CELL A1.

In the formula bar type in the following Multiple **IF** function. Copy and paste this image onto your worksheet to make it easier to follow. Then delete it afterwards.  
*N.B. The quotation marks are the double ones above the 2 on the keyboard.*



Highlight the rest of column H and CTRL D to replicate down.

### 2. Adding a Comment in Column I using the single IF function

In CELL I4, (i not 1), type `=If(H4="Fail", "Must attend Study Support", "OK")`  
Highlight the rest of column I and CTRL D to replicate down.

Exam Results Year 10								
Name	English	Maths	Science	Total	Student Average	Grade	Award	Comment
John Pender	63	60	73	196	65	B	Merit	OK
Ann Gunn	47	32	9	88	29	F	Fail	Must attend Study Support
Don Brooks	80	85	89	254	85	A	Distinction	OK
Chris Daniels	39	51	44	134	45	E	Fail	Must attend Study Support
Vivian Smith	45	50	49	144	48	D	Fail	Must attend Study Support
Brenda Curtis	48	60	60	168	56	C	Pass	OK
Tim Guest	75	71	68	214	71	B	Merit	OK
James Trevorrow	22	27	21	70	23	G	Fail	Must attend Study Support
Terry Williams	64	58	66	188	63	C	Pass	OK
Gina Elliot	66	72	73	211	70	B	Merit	OK
Mean	55	57	55	167	56			

### 3. Counting the number of passes at each grade using the COUNTIF function

In CELL G17 type the formula: **=COUNTIF(\$G\$4:\$G\$13,"A")**

In CELLS G18 and G19 alter the formula to count the “B’s” and “C’s”

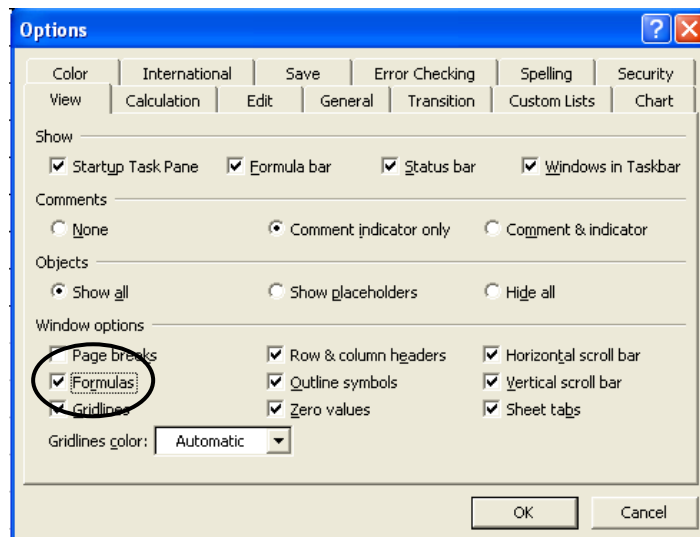
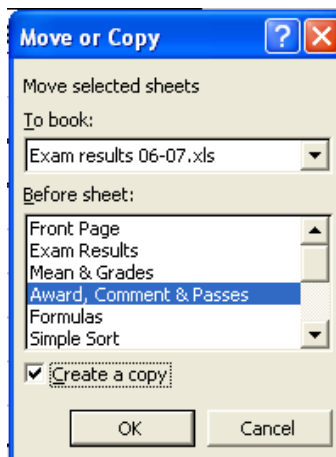
Use  $\Sigma$  to add up the total number of passes.

17	A*'s & A's	1
18	B's	3
19	C's	2
20	Passes	6

Add a header and footer **Printout No 3** and label it as showing **Awards, Comment on results and Number of passes at each grade.**

### 4. Printing the formula version (Print out no.4)

- a) Make a copy of the Awards, Comments and Passes work sheet.



- b) Select TOOLS, then OPTIONS from the menu. Now check the tick box for **Formulas**, then OK.
- c) You will have to alter the width of your columns. (This can be done in Print Preview using the **Margins** tab). It will take three pages to show all the formulas fully. Use vertical and horizontal alignment for best fit on the page.
- d) Make sure to add the headers and footers. The right footer can simply be **Formula Version**.

Check everything is correct. Print out these sheets and hand in for marking.

Congratulations. You have completed section 4. Go to section 5.