



THE ONE EXCEL FUNCTION YOU'LL USE FOREVER



Download in hi-res: <https://bit.ly/excel-if-and-or>

1 IF: One condition, Two outcomes

Syntax - IF(logical_test, [value_if_true], [value_if_false])

A	B	C	D	E
2	Sales \$	Target \$	Performance	
3	12,000	10,000	Target Met	
4	8,000	10,000	Below Target	
5	10,000	10,000	Below Target	



IF Masterclass:
<https://bit.ly/func-if>

Explanation:

- If Sales >= Target, the function returns "Target Met"
- Else if Sales < Target, the function returns "Below Target"

4 IF for simple calculations

A	B	C	D
2	Sales \$	Target \$	Bonus \$
3	12,000	10,000	600
4	8,000	10,000	0
5	10,000	10,000	500

Explanation:

- IF can also return calculated results, not just text values
- However, the calculation occurs only if the condition is met, optimizing performance

7 Nested IFs: IF within IF for multiple conditions

A	B	C	D	E	F	G
2	Customer	Spend \$	Customer Tier			
3	A	12,000	Gold			
4	B	7,000	Silver			
5	C	3,000	Bronze			

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Explanation:

- Excel evaluates each IF function in order, and as soon as one is true, it stops and returns the result.
- Useful when assigning categories, ratings, or tiers
- E.g., If the spend > 10,000 assign "Gold" category, else if the spend > 5000, assign "Silver", else assign "Bronze"
- Deeply nested IFs become hard to read & understand. See XLOOKUP alternative if you have more than 5.

2 IF + AND: Returns true value If all conditions are met

A	B	C	D	E	F	G
2	Sales Rep	Sales \$	Rating	Bonus Status		
3	Alice	12,000	Good	Bonus		
4	Bob	9,000	Good	No Bonus		
5	Chloe	15,000	Fair	No Bonus		

Explanation:

- The AND function evaluates both Sales and Rating and returns the value_if_true only if both conditions are satisfied.
- E.g., if Sales is > 10,000 AND Rating is "Good", bonus will be given

5 IF with Functions: IF can run function conditionally

A	B	C	D
2	Sales Rep	Sales \$	Commission \$
3	Alice	12,000	500
4	Bob	3,000	150
5	Chloe	1,000	0

Explanation:

- IF can also return functions as true and false values
- If Sales > 1500 then the commission is minimum of 5% of Sales or 500

8 IFS: A cleaner alternative to Nested IFs

Syntax - IFS([Something is True1, Value if True1, Something is True2, Value if True2, Something is True3, Value if True3])

A	B	C	D	E	F	G
2	Customer	Spend \$	Customer Tier			
3	A	12,000	Gold			
4	B	7,000	Silver			
5	C	3,000	Bronze			

Explanation:

- Test multiple conditions without nesting IF functions
- Easier to read & maintain
- Unlike IF, IFS has no default "else"
- Therefore, to handle cases where none of the conditions are met, you add a final condition using TRUE, "Fallback Value"

3 IF + OR: OR returns TRUE if one or more conditions are met, otherwise returns FALSE

A	B	C	D	E	F
2	Quantity	Unit Price \$	Price Review		
3	2	80	Review		
4	10	60	Don't Review		
5	4	70	Review		

Note:

- The OR function evaluates both Quantity and Unit Price and returns the value_if_true if either one or both conditions are satisfied.
- If either Quantity < 5 OR Price > 75, the function returns "Review"
- If both Quantity < 5 AND Price > 75, the function returns "Review"
- If neither Quantity < 5 nor Price > 75, the function returns "Don't Review"

6 IF with Boolean: IF can skip the logical test — it just gets it

A	B	C	D	E
2	Product	Inventory	In Stock?	Status
3	A	1,000	TRUE	Ready to Ship
4	B	0	FALSE	Out of Stock
5	C	1,500	TRUE	Ready to Ship

TRUE

FALSE

Explanation:

- Excel uses TRUE or FALSE values directly inside an IF formula — no need to write D3=TRUE or D3=FALSE
- Behind the scenes, Excel treats TRUE as 1 and FALSE as 0
- This makes Boolean-driven IF formulas simple, fast, and clean



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Alternatives to IF & IFS

1 XLOOKUP: A cleaner, scalable, and flexible alternative IF, IFS, and VLOOKUP

Syntax - =XLOOKUP(lookup_value, lookup_array, return_array, [if_not_found], [match_mode], [search_mode])

A	B	C	D
1	Category	Customer Tier	
2	Gold	10,000	
3	Silver	5,000	
4	Bronze	0	
6	Customer	Spend \$	Customer Tier
7	A	12,000	Gold
8	B	7,000	Silver
9	C	3,000	Bronze

Explanation:

- XLOOKUP searches for a value in an array and returns a matching value from another column.
- Ideal for replacing long nested IF or IFS formulas
- More intuitive than VLOOKUP
- Works horizontally or vertically
- Supports a default value if no match is found (e.g. "Not Available").

Match Modes:

- (...)0 - Exact match
- (...)1 - Exact match or next smaller item
- (...)2 - Exact match or next larger item
- (...)3 - Wildcard character match
- (...)4 - Regex match
- Excel looks for 12,000 in the lookup array but can't find it.
- Match mode -1 tells Excel to find the largest value ≤ 12,000
- 10,000 is the next value ≤ 12,000, which is "Gold"
- Tip:** unlike other functions, the lookup array doesn't need to be sorted, although it's helpful if it is.

2 SWITCH: A simpler and neater alternative to IFS

Syntax - SWITCH(expression, value1, result1, [default or value2, result2], ..., [default or value3, result3])

A	B	C	D
2	Order ID	Region	Shipping Mode
3	L-001	Local	Bike
4	N-002	National	Courier
5	I-003	International	Air

Explanation:

- Switch to SWITCH when checking one value against multiple exact matches
- More readable than nested IF or IFS
- Include a final default option at the end to handle unmatched values.

XLOOKUP Masterclass:
<https://bit.ly/fnxlookup>

SWITCH Masterclass:
<https://bit.ly/func-switch>

