

Paul Robbins training and consultancy

Spreadsheets for Accounting

Advanced Functions of Microsoft Excel

Nested IF Statements – Exercise 1

You have just taken a job as course administrator at a college in London.

On your first day at work, you find that your predecessor had not collated the statistics for course success on the Diploma in Business Studies course.

You have been given the names and percentages for the class (below) by the course tutor.

<i>Student Name</i>	<i>Percentage Mark</i>
<i>Billy Franklin</i>	<i>37%</i>
<i>Jamal Adams</i>	<i>52%</i>
<i>Jana Zhukova</i>	<i>72%</i>
<i>Adam Brown</i>	<i>67%</i>
<i>Bhavinder Singh</i>	<i>55%</i>
<i>Sarah Jones</i>	<i>58%</i>
<i>Alicia Holmes</i>	<i>29%</i>
<i>Elena Pronescu</i>	<i>83%</i>
<i>Faez Ali</i>	<i>47%</i>
<i>Keith Wright</i>	<i>62%</i>
<i>Anna Dolonowska</i>	<i>75%</i>
<i>James Fish</i>	<i>54%</i>

The course tutor has told you that:

- ***Anyone with a percentage mark of less than 50% has failed the course***
- ***Anyone with a mark between 50% and 59% has gained a 'Pass'***
- ***Anyone with a mark between 60% and 69% has gained a 'Merit'***
- ***Anyone with a mark of 70% or higher has gained a 'Distinction'***

Tasks

1. Transfer the data above to an Excel workbook and use Nested 'IF' Statements to work out the result category (Fail, Pass, Merit or Distinction) each of these students falls into. You should add in the title 'Student Achievement by Category' and rename the worksheet 'Achievement'.