

## Create a “Self Test”

### You will need:

- Short questions, short answers
- Optional list of words/answers for matching
- Indicator of right or wrong answer
- The “IF” function

### Layout:

- Heading with directions
- Sub-heading with optional list of words from which to choose
- OR, additional column with list of words from which to choose
- First column for question
- Second column for answer
- Third column contains “IF” function to indicate if the answer is right or wrong

### Example: Test your planetary knowledge

Enter the name of the celestial body that corresponds with each fact.

Choose from the following: Sun, Moon, Jupiter, Saturn, Pluto, Mercury, Mars, Venus

All planets rotate around me.		=IF(B3="Sun","YES","NO")
I have five moons.		=IF(B4="Jupiter","YES","NO")
I am the most recently discovered planet.		=IF(B5="Pluto","YES","NO")
I am the closest to the sun.		=IF(B6="Mercury","YES","NO")
I am a gaseous planet.		=IF(B7="Venus","YES","NO")

### Explanation:

Note the following components of the “IF” function:

- =IF( )

All formulas or functions begin with an equal sign. IF indicates the function to be performed. The parenthesis enclose the “variables” to be considered.

- B3=

This gives the cell address whose content is to be compared.

- “Sun”,

This is the value with which to compare the cell content. It must be in “quotation” marks if it is text. Note that ALL text must be in quotation marks. Also, if a student typed “sun” with a lowercase S, there would not be a match. CASE MATTERS when text is in quotation marks. The commas separates the comparison value from the next value.

- “YES”,

This is the value which is shown in the cell where you type the “IF” function, IF A3 does equal “Sun”. Again, quotation marks are necessary to indicate text. The comma separates this value from the last.

- “NO”

The final value in the function is the value which appears IF A3 does not equal the value given immediately following the equal sign.