

IGCSE ICT (0417) Spreadsheet – Quick Revision

igcsegradecalc.site

Product	Q1	Q2	Q3
Apples	120	135	150
Bananas	180	190	210
Oranges	200	220	260
Mangoes	220	240	260

Range: A1:D5 (A = Product, B–D = quarterly sales)

Basics

- **Cell:** e.g. B2
- **Formula:** starts with =
- **Range:** start:end, e.g. B2:D2
- **Relative:** changes when copied (B2 → B3)
- **Absolute:** fixed with \$ (e.g. \$B\$2)
- **Mixed:** \$B2 (col fixed) or B\$2 (row fixed)

Key Functions

SUM – adds numbers

=SUM(B2:D2) → 405

AVERAGE – mean

=AVERAGE(B5:D5) → 240

MAX / MIN – largest / smallest

=MAX(D2:D5) → 260; =MIN(D2:D5) → 150

COUNT / COUNTA – count numbers / non-empty

=COUNT(B2:B5) → 4; =COUNTA(A2:A5) → 4

COUNTIF – count with condition

=COUNTIF(B2:B5, ">180") → 2

ROUND / INT – round / truncate

=ROUND(23.6789, 2) → 23.68; =INT(23.6789) → 23

IF – conditional logic

=IF(D3>=200, "Pass", "Fail") → Pass

Nested: =IF(score>=80, "A", IF(score>=50, "B", "C"))

VLOOKUP – vertical search

=VLOOKUP("Oranges", A2:D5, 4, FALSE) → 260

HLOOKUP – horizontal search (similar to VLOOKUP)

XLOOKUP – flexible search

=XLOOKUP("Oranges", A2:A5, D2:D5) → 260

Common Range Formats

- Single: B2
- Row: B2:D2
- Column: B2:B5
- Table: A1:D5

References in Action

Tax rate in \$B\$1.

=B2*\$B\$1 copied down → =B3*\$B\$1 (correct).

Without \$: =B2*B1 → =B3*B2 (wrong!).

Exam Tips

- Start every formula with =
- Check brackets and ranges
- Use FALSE in VLOOKUP for exact match
- Use absolute (\$) when copying
- Do a quick mental check of results

Free revision resource – more practice at igcsegradecalc.site

Good luck!