

Using the IF function to solve a Database Mail Merge Challenge by Cindy O'Hora

"If (I were Queen of the formula! Not Princess, not Duchess, not Countess..)"

You use the IF function in your life all the time. You say:

"If you are late, I will leave without you, You can come with me for ice cream."

"If you study hard, you will do better in school, you will get poor grades"

"If I was paid more, I would be a happier employee, I am a miserable colleague"

Much of how the computer functions hinges on the If..then principle. A very simplistic example: If(the person clicks the ok button, execute the request, beep until they weep)

AppleWorks offers an If function. [IF\(Logical,true-value,false value\)](#)

Look at the above "late" example in the IF function. IF(You are late,I will leave without you,You can come with me for ice cream.)

"You are late" is the **logical**.

" I will leave without you." is the **true value**. It is what will happen if the logical is met.

"You can come with me for ice cream" is the **false value**. It is the result when the logical is not met.

IF Function in your address book database

Suppose you are to send out a letter where you would like to target the Office of Corporate Giving. In your database, you do have many specific names in corporate giving position. But some records lack a corporate giving contact person. In those cases, you would like to send the letter to the CEO instead.

Create a [calculation field for the database](#). Use the IF function to direct the [mail merge](#) process from that field. Call the calculation field Special Merge Name. Enter this formula =IF('Corporate Giving Head'=0,'CEO', 'Corporate Giving Head') Be sure to format the result as text.

(This formula assumes that you called the field for the CEO's name - CEO and the field for the corporate giving person - Corporate Giving Head.)

Reminder - It is better to click on the field's name in the left hand "Fields" box to add them to the formula, than to type this all out. You'll avoid forgetting the apostrophes, too.

The formula directs that if there is no name (=0) in the Corporate Giving Head field, then enter the CEO's field. Otherwise enter the corporate giving head's field.

Finally, use this new calculation field as the [merge name field](#) rather than the other two. << Special Merge Name>>

It's easy to identify people who can't count to ten.
They're in front of you in the supermarket express lane. - June Henderson

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