Conditional Formatting Lab

1. Apply conditional formatting to highlight cells in the Sales column (D) with values greater than or equal to 150.

Step1. Select the range in the Sales column (e.g., **D14:D21**).
Step2. Go to the **Home** tab ,Click on **Conditional Formatting** > **New Rule**.
Step3. Choose **Format only cells that contain**.
Step4. Set the rule to **Cell Value** > **greater than or equal to** > enter 150.
Step5. Click **Format** to choose the desired highlighting style, then click **OK**.

Product	Region	Date	Sales
Product A	North	01-01-2024	120
Product B	South	02-08-2024	150
Product A	East	03-01-2024	200
Product C	West	04-02-2024	90
Product B	North	05-01-2024	220
Product A	South	06-09-2024	130
Product C	East	07-01-2024	300
Product B	West	08-01-2024	80

2. Apply conditional formatting to highlight the entire row for entries where the Product is "Product A".

Step1. Select the **Entire Table(A33)**.
Step2. Go to **Home** > **Conditional Formatting** > **New Rule**.
Step3. Choose **Use a formula to determine which cells to format**.
Step4. Enter the formula: =$A15="Product A".

Product	Region	Date	Sales
Product A	North	01-01-2024	120
Product B	South	02-08-2024	150
Product A	East	03-01-2024	200
Product C	West	04-02-2024	90
Product B	North	05-01-2024	220
Product A	South	06-09-2024	130
Product C	East	07-01-2024	300
Product B	West	08-01-2024	80

3. Apply conditional formatting to highlight cells in the Date column (C) that fall within January 2024.

Step1. Select the **Date Column (C50).**
Step2. Go to **Home** > **Conditional Formatting** > **New Rule**.
Step3. Choose **Use a formula to determine which cells to format**.
Step4. Enter the formula: =AND(C50>=DATE(2024,1,1), C50<=DATE(2024,1,31)).
Step5. Click **Format**, choose your formatting style, and click **OK**.

Product	Region	Date	Sales
Product A	North	01-01-2024	120
Product B	South	02-08-2024	150
Product A	East	03-01-2024	200
Product C	West	04-02-2024	90
Product B	North	05-01-2024	220
Product A	South	06-01-2024	130
Product C	East	07-09-2024	300
Product B	West	08-01-2024	80

4. Apply conditional formatting to highlight the top 3 sales values in the Sales column (D).
 Step1. Select the Entire **Sales Column(D67).**
 Step2. Go to **Home** > **Conditional Formatting** > **Top/Bottom Rules** > **Top 10 Items**.
 Step3. Change the number to **3** in the dialog box.
 Step4. Click **Format**, choose your formatting style, and click **OK**.

Product	Region	Date	Sales
Product A	North	01-01-2024	120
Product B	South	02-08-2024	150
Product A	East	03-01-2024	200
Product C	West	04-02-2024	90
Product B	North	05-01-2024	220
Product A	South	06-01-2024	130
Product C	East	07-09-2024	300
Product B	West	08-01-2024	80

5. Apply conditional formatting to highlight sales for "Product B" in the "North" region.
 Step1. Select the **Sales Column (B91).**
 Step2. Go to **Home** > **Conditional Formatting** > **New Rule**.
 Step3. Choose **Use a formula to determine which cells to format**.
 Step4. Enter the formula: **=AND($B91="Product B", $912="North").**
 Step5. Click **Format**, choose your formatting style, and click **OK**.

Product	Region	Date	Sales
Product A	North	01-01-2024	120
Product B	South	02-08-2024	150
Product A	East	03-01-2024	200
Product C	West	04-02-2024	90
Product B	North	05-01-2024	220
Product A	South	06-01-2024	130
Product C	East	07-09-2024	300
Product B	West	08-01-2024	80