

Conditional Formatting Lab

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Product	Region	Date	Sale
Product A	North	01-01-2024	150
Product B	South	02-08-2024	120
Product A	East	03-01-2024	500
Product C	West	04-02-2024	300
Product B	North	05-01-2024	200
Product A	South	06-09-2024	50
Product C	North	07-01-2024	40
Product B	East	08-01-2024	80

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

Step 1: Select the range of the column (D).

Step 2: Go to the home tab, then click Conditional Formatting -> **New Rule.**

Step 3: Choose Format only cells that contain.

Step 4: Set the rule to format cells greater the or equal to 150.

Step 5: Choose your preferred formatting (e.g., bold, red fill).

Step 6: Click OK.

Product	Region	Date	Sale
Product A	North	01-01-2024	150
Product B	South	02-08-2024	120
Product A	East	03-01-2024	500
Product C	West	04-02-2024	300
Product B	North	05-01-2024	200
Product A	South	06-09-2024	50
Product C	North	07-01-2024	40
Product B	East	08-01-2024	80

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

Step 1: Select the entire database.

Step 2: Go to Conditional Formatting -> **New Rule.**

Step 3: Choose Use a formula to determine which cells to format.

Step 4: Enter the Formula:

= \$A2=" Product A".

Step 5: Choose your preferred formatting.

Step 6: Click OK.

Product	Region	Date	Sale
Product A	North	01-01-2024	150
Product B	South	02-08-2024	120
Product A	East	03-01-2024	500
Product C	West	04-02-2024	300
Product B	North	05-01-2024	200
Product A	South	06-09-2024	50
Product C	North	07-01-2024	40
Product B	East	08-01-2024	80

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

Step 1: Select the Date column(C).

Step 2: Go to Conditional Formatting -> **New Rule.**

Step 3: Choose Use a formula to determine which cells to format.

Step 4: Enter the following formula:

=AND(MONTH(C2) =1, YEAR(C2) =2024).

Step 5: Choose your preferred formatting.

Step 6: Click OK.

Product	Region	Date	Sale
Product A	North	01-01-2024	150
Product B	South	02-08-2024	120
Product A	East	03-01-2024	500
Product C	West	04-02-2024	300
Product B	North	05-01-2024	200
Product A	South	06-09-2024	50
Product C	North	07-01-2024	40
Product B	East	08-01-2024	80

4. Apply conditional formatting to highlight the top 3 sales values in the Sales column (D).

Step 1: Select the Sales column (D).

Step 2: Go to Conditional Formatting -> **New Rule**.

Step 3: Choose format only top or bottom ranked values.

Step 4: In the dialog box, select Top and set the value to 3.

Step 5: Apply your desired formatting.

Step 6: Click OK.

Product	Region	Date	Sale
Product A	North	01-01-2024	150
Product B	South	02-08-2024	120
Product A	East	03-01-2024	500
Product C	West	04-02-2024	300
Product B	North	05-01-2024	200
Product A	South	06-09-2024	50
Product C	North	07-01-2024	40
Product B	East	08-01-2024	80

5. Apply conditional formatting to highlight sales for “Product B” in the “North” region.

Step 1: Select the entire dataset (A3:D10).

Step 2: Go to Conditional formatting -> **New Rule**.

Step 3: Choose Use a formula to determine which cells to format.

Step 4: Enter formula:

=AND (\$A2=" Product B", \$B2=" North").

Step 5: Choose your preferred formatting.

Step 6: Click OK.

Product	Region	Date	Sale
Product A	North	01-01-2024	150
Product B	South	02-08-2024	120
Product A	East	03-01-2024	500
Product C	West	04-02-2024	300
Product B	North	05-01-2024	200
Product A	South	06-09-2024	50
Product C	North	07-01-2024	40
Product B	East	08-01-2024	80