

1. Apply Condition Formatting to Highlight cells in the Sales Columns(D) with Values greater than Equal to 150.

Step1 : Select the Range in the Sales Column ("**E4:E11**").

Step2 : Go to Home tab <**CLICK on conditional Formatting>New Rule.**

Step 3 : Choose Format only Cells that contain.

Step 4: Set the rule **Cell Value>Greater than or equal to 150.**

Step 5 : Click Format to choose the desired highlight style ,Fill the color Format and then click OK.

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

2. Apply Conditional Formatting to Highlight the entire rows for entries where the Product is "Product A".

Step 1 : Select the entire table .

Step 2: Go To Home >Conditional Formatting and then **Click New Rule.**

Step 3 : Choose the option Use a Formula to Determine Which Cells To Format.

Step 4 : Then Create a New Formula (**=B51="Product A"**).

Step 5 : : Click Format to choose the desired highlight style ,Fill the color Format and then click OK.

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

3. Apply Conditional Formatting to Highlight the cells in the Date Column(C) that fall within January 2024

Step 1 : Select the date column in the table .

Step 2: Go To Home >Conditional Formatting and then **Click New Rule.**

Step 3 : Choose the option Use a Formula to Determine Which Cells To Format.

Step 4 : Then Create a New Formula (**=AND(MONTH(D3)=1,YEAR(D3)=2024)**).

Step 5 : : Click Format to choose the desired highlight style ,Fill the color Format and then click OK.

Product	Region	Date	Sale
Product A	North	01-01-2024	120
Product B	South	02-01-2024	150
Product A	East	03-01-2024	200
Product C	West	04-01-2024	90
Product B	North	05-01-2024	220
Product A	South	06-01-2024	130
Product C	North	07-01-2024	300
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 in the table .

Step 2: Go To Home >**Conditional Formatting** and then **Top/Bottom Rules > Top 10 Items..**

Step 3 : Change the number 3 in the dialogue box.

Step 4 : : Click Format to choose the desired highlight style ,Fill the color Format and then click OK.

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

5. Apply conditional Formatting to highlight sales for "Product B" in the "North Region."

Step1: Select the Sales Column(D62).

Step2: Go to Home and Press the Option Conditional Formatting and select new Rule option.

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

Step4: Enter the Formula : **=AND(\$B3="ProductB",\$C3="North")**.

Step5: Click Format, choose your formatting Style, And click fill the color cell, and click OK.

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

