Activity 1: Apply conditional formatting to a Google Sheet

In this activity, you will apply conditional formatting to make it easy to identify where monthly performance shows a significant difference from forecasted sales for a region. You'll turn cells green or yellow to identify any values not in the -5% to +5% range.

Complete the following steps:

1. Open the OTR regional sales Excel spreadsheet in Google Sheets, and save it as a Google Sheets spreadsheet.
2. Select column F, "Forecast Delta."
3. Open the **Format menu** and select **Conditional formatting** to open the Conditional format rules panel.
4. From the drop-down menu, choose to format cells if **Greater than** and type in 5% in the field below.
5. Click **Done** to apply the rule.
6. Select **Add another rule** and keep the same range (column F).
7. From the drop-down menu, choose to format cells if **Less than** and type in -5% in the field below.
8. Under formatting style, choose fill color **Light yellow 2** and select **Done** to apply the rule.
9. Review your data. See how values greater 5% than and less than 5% are highlighted in green and yellow.
10. Close the Excel spreadsheet tab.
11. Do not close your Google Sheets spreadsheet. You will use it in the next activity.