**:- ----- DAVIS-EXCEL-PRACTICES-BY NEEL KARAN BIND ------------:-**

**Conditional Formatting Practice Questions for the dataset:**

**Value-Based Rules**

Question-1: Highlight students with **marks above 80** in green.

Solution:

1. Select the range of column containing marks.
2. Then click on conditional formatting tab.
3. After that to select Highlight cells rule,to select greater than.
4. In greater than enter 80 in field value.
5. From with Dark Green text ,( or to apply custom format to apply a green fill) ,Then OK.

Question-2: Highlight employees with **marks below 40** in red.

Solution:

1-Select the range of column containing marks.

2- Then click on conditional formatting. ,after that Highlight cells rule.

3- choose Less than ,enter value 40,then From with Dark Red text to apply.

Question-3: Shade rows where **age > 35**.

Solution:;

1. To select entire row and column.
2. Then select conditional formatting , to choose new rule.
3. After that to select the “Use a formula to determine which cells to format”.
4. Then enter “=$E2>35” in section format values where this formula true.
5. After that select format,Fill choose color then apply.

Question-4: Highlight salaries **greater than ₹70,000**.

Solution:

1. To select entire column which contain salary data .
2. To choose conditional formatting,to choose highlight cells with rule.
3. Select greater than to enter values 70000,with custom format select Green color then ok.

Question-5: Highlight employees whose **salary < 30,000**.

Solution:

1. To select Column salary,choose conditional formatting , to highlight cells rule.
2. After that to select less than.
3. Then enter values 30000. After that select with custom format,Fill choose color then apply.

Question-6: Shade joining dates that are **before 2022**.

Solution:

1. SELECT Column JOINING DATE,to choose the highlight cells rule,then create new rule.
2. Use a formula “=$F2<DATE(2022,1,1),after that to format fill colour,then apply ok.

Question-7: Highlight employees who **joined this year**.

Solution:

1. TO SELECT DATA A2 TO G100 FOR ENTIRE ROW.
2. SELECT highlight cells rule,to choose New rule,then use formula.
3. Enter value”=YEAR($F2)=YEAR(TODAY())”,After that format and choose fill color then apply ok.

**Duplicate / Unique**

Question-1: Highlight **duplicate names**.

Solution:

1. SELECT name column which containing data ,to be choose conditional formatting ,then select highlight cells rule,
2. After to select duplicate,and choose a format then ok.

Question-2: Highlight **duplicate salaries**.

1. Solution: To select Salary column which contain data, choose conditional formatting ,then select highlight cells rule,
2. After to select duplicate,and choose a format then ok.

Question-3: Highlight **unique employee IDs**.

Solution:

1. to select Name column which contain data ,then select conditional formatting ,after that to choose highlight cells rules,select Duplicate values.
2. To choose unique ,with select custom fill color then apply ok.

**Top / Bottom Rules**

Question-1: Highlight top 10% marks.

Solution:

1. To select the marks column which contain data, choose Conditional formatting.
2. After that to select the TOP-BOTTOM RULES , then choose top 10%.
3. To select value then with custom format fill color then apply ok.

Question-2:Highlight bottom 10% salaries.

Solution:

1. To select the marks column which contain data, choose Conditional formatting.
2. After that to select the TOP-BOTTOM RULES , then choose bottom10%.
3. To select value then with custom format fill color then apply ok.

Question-3: Highlight top 5 highest salaries.

Solution:

1. To select the marks column which contain data, choose Conditional formatting.
2. After that to select the TOP-BOTTOM RULES , then choose Top item.
3. To select value “5 then with custom format fill color then apply ok.

Question-4:Highlight lowest 5 marks.

Solution:

1. To select the marks column which contain data, choose Conditional formatting.
2. After that to select the TOP-BOTTOM RULES , then choose bottom item.
3. To select value 5 then with custom format fill color then apply ok.

**Custom Formula Rules**

Question-1: Highlight rows where **Department = "IT" and Marks > 70**.

Solution:

1. To select entire data ,choose the conditional formatting.
2. After that select New rule,Then use a formula”=AND($C2=”IT”,$D2>70)
3. To format ,fill color then apply ok.

Question-2: Highlight rows where **Department = "Sales" and Salary < 40,000**.

Solution:

1. To select AGE column which contain data ,choose the conditional formatting.
2. After that select Highlight cells rules,Then Choose Between .
3. Enter value 25 AND 30 .
4. with format ,fill color then apply ok.

Question-3: Highlight employees with **Age between 25 and 30**.

Solution:

1. To select entire data ,choose the conditional formatting.
2. After that select New rule,Then use a formula”=AND($C2=”Sales”,$G2<40000)
3. To format ,fill color then apply ok.

Question-4: Highlight employees whose **joining date is on a weekend**.

Solution:

1. To select the entire rows which contains data, to choose on conditional formatting.
2. To select highlight cells rules,after that to choose the A Date Occuring.
3. To select drop down option “This WEEK”, with custom format,fill colour then apply ok.

Question-5: Highlight employees where **first name starts with 'A'**.

Solution:

1. TO select the entire row which contain data,To select conditional formatting.
2. To choose new rule , after that to select format only cells that contains .
3. In edit rule description, in cell value select specific text,in containing to choose beginning with, to enter value which text”A”.
4. To format and select the fill color then apply ok.

Question-6: Highlight employees whose **marks < 50 AND salary > 50,000**.

Solution:

1. To select the entire row which conatin data ,after that to select the conditional formatting.
2. TO Select new rule ,choose the Use a formula to determine which cells to format.
3. After that to enter value is “=AND($D2<50,$G2>50000)” ,then format and fill color then apply ok.