**Conditional Formatting**

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|  |  |  |  |
| --- | --- | --- | --- |
| **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 | north | 07-01-2024 | 300 |
| product b | east | 08-01-2024 | 80 |

**Question1:- Apply Cf to highlight cells in the sales column with values greater than or equal to 150.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Step 1: select the range of the sales column. | | | |  |
| STEP 2: go to conditional formatting ->new rule. | | | |  |
| step 3: choose format only cell that contain | | | |  |
| step 4: set the rule to format cell greater than or equal to 150. | | | | |
| step 5:chooose your preferred formatting(E.g., bold colour) | | | | |
| step 6: click ok |  |  |  |  |

**Steps:-**

|  |  |  |  |
| --- | --- | --- | --- |
| **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 | north | 07-01-2024 | **300** |
| product b | east | 08-01-2024 | 80 |

**Question2:- Apply Cf to highlight the entire row for entries where the product is "product a".**

**Steps:-**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| step 1: select the entire dataset(B18:E25) | | |  |  |
| STEP 2: go to conditional formatting ->new rule. | | | |  |
| step3: choose use a formula to determine which cell to format. | | | | |
| step 4: enter the formula | |  |  |  |
| step 5: =$B18="product a" | |  |  |  |
| step 6: choose your preferred formatting.  step 7: 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 | north | 07-01-2024 | 300 | | product b | east | 08-01-2024 | 80 | |  |  |  |  | | | |  |  |
|  |  |  |  |  |

**Question 3:- Apply Cf to highlight the cell in the date column that fall with January 2024.**

**Steps:-**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| step1: select the date column (d) | |  |  |  |
| step 2: go to conditional formatting ->new rule | | | |  |
| step3: choose use a formula to determine which cells to format. | | | | |
| step4: enter the following formula: | | |  |  |
| step 5: =and(month(d41)=1,year(d41)=2024) | | |  |  |
| step 6: choose your preferred formatting. | | |  |  |
| step 7: 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 | north | **07-01-2024** | 300 |
| product b | east | **08-01-2024** | 80 |

**Question 4:- Apply Cf to highlight the top 3 sales vales in the sales column .**

**Steps:-**

|  |  |  |  |
| --- | --- | --- | --- |
| step 1: select the sales column. | |  |  |
| step 2: go to the conditional formatting -> new rule. | | | |
| step 3: choose format only top or bottom ranked vales. | | | |
| step 4: in the dialog box, select top and set the values to3. | | | |
| step 5: apply your desired formatting. | | |  |
| step 6: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 | north | 07-01-2024 | **300** |
| product b | east | 08-01-2024 | 80 |

**Question 5:-** **Apply Cf to highlight sales for " product b" in the "north" region.**

**Steps:-**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| step 1: select the entire dataset(a80:d87). | | |  |  |
| step 2: go to conditional formatting ->new rule. | | | |  |
| step3: choose use a formula to determine which cells to format. | | | | |
| step 4: =and($a80="product b",$b80="north") | | |  |  |
| step 5: apply your desired formatting. | | |  |  |
| step 6: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 | north | 07-01-2024 | 300 |
| product b | east | 08-01-2024 | 80 |