

Conditional Formatting Lab

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

- Step1. Select the range in the Sales column (e.g., D6:D13).
 Step2. Go to the **Home** tab ,Click on **Conditional Formatting > New Rule**.
 Step3. Choose **Format only cells that contain**.
 Step4. Set the rule to **Cell Value > greater than or equal to >** enter 150.
 Step5. Click **Format** to choose the desired highlighting style, then click **OK**.

Product	Region	Date	Sales
Product A	North	1/1/2024	120
Product B	South	8/2/2024	150
Product A	East	1/3/2024	200
Product C	West	2/4/2024	90
Product B	North	1/5/2024	220
Product A	South	9/6/2024	130
Product C	East	1/7/2024	300
Product B	West	1/8/2024	80

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

- Step1. Select the **Entire Table(A19)**.
 Step2. Go to **Home > Conditional Formatting > New Rule**.
 Step3. Choose **Use a formula to determine which cells to format**.
 Step4. Enter the formula: `=A15="Product A"`.

Product	Region	Date	Sales
Product A	North	1/1/2024	120
Product B	South	8/2/2024	150
Product A	East	1/3/2024	200
Product C	West	2/4/2024	90
Product B	North	1/5/2024	220
Product A	South	9/6/2024	130
Product C	East	1/7/2024	300
Product B	West	1/8/2024	80

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

- Step1. Select the **Date Column (C33)**.
 Step2. Go to **Home > Conditional Formatting > New Rule**.
 Step3. Choose **Use a formula to determine which cells to format**

Step3. Choose **Use a formula to determine which cells to format**.

Step4. Enter the formula: =AND(C2>=DATE(2024,1,1), C2<=DATE(2024,1,31)).

Product	Region	Date	Sales
Product A	North	1/1/2024	120
Product B	South	8/2/2024	150
Product A	East	1/3/2024	200
Product C	West	2/4/2024	90
Product B	North	1/5/2024	220
Product A	South	1/6/2024	130
Product C	East	9/7/2024	300
Product B	West	1/8/2024	80

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

Step1. Select the Entire **Sales Column(D47)**.

Step2. Go to **Home > Conditional Formatting > Top/Bottom Rules > Top 10 Items**.

Step3. Change the number to **3** in the dialog box.

Step4. Click **Format**, choose your formatting style, and click **OK**.

Product	Region	Date	Sales
Product A	North	1/1/2024	120
Product B	South	8/2/2024	150
Product A	East	1/3/2024	200
Product C	West	2/4/2024	90
Product B	North	1/5/2024	220
Product A	South	1/6/2024	130
Product C	East	9/7/2024	300
Product B	West	1/8/2024	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 > Conditional Formatting > New Rule**.

Step3. Choose **Use a formula to determine which cells to format**.

Step4. Enter the formula: =AND(\$A62="Product B", \$B62="North").

Step5. Click **Format**, choose your formatting style, and click **OK**.

Product	Region	Date	Sales
Product A	North	1/1/2024	120
Product B	South	8/2/2024	150
Product A	East	1/3/2024	200
Product C	West	2/4/2024	90
Product B	North	1/5/2024	220
Product A	South	1/6/2024	130

Product C East	9/7/2024	300
Product B West	1/8/2024	80

