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**.

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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 | East | 07-01-2024 | 300 |
| Product B | West | 08-01-2024 | 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".

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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 | East | 07-01-2024 | 300 |
| Product B | West | 08-01-2024 | 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**.

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

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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 | 06-01-2024 | 130 |
| Product C | East | 07-09-2024 | 300 |
| Product B | West | 08-01-2024 | 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**.

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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 | 06-01-2024 | 130 |
| Product C | East | 07-09-2024 | 300 |
| Product B | West | 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** > **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**.

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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 | 06-01-2024 | 130 |
| Product C | East | 07-09-2024 | 300 |
| Product B | West | 08-01-2024 | 80 |