**Lesson 4 Demo 5**

**Perform Conditional Formatting: Formulas**



**Steps to be followed:**

**Step 1: Open the Excel file**

* 1. Open the file named **Formatting.xlsx**

**Step 2: Set conditional formatting on Date column**

* 1. Choose the entire dataset. The objective is to format the rows with Profit/Loss (column H) >=4000

Table

Description automatically generated

* 1. Click on **New Rule** on Conditional Formattingin the Home Tab

Graphical user interface, application

Description automatically generated

* 1. Click on **Use a formula to determine which cells to format**

Graphical user interface, text, application, email

Description automatically generated

* 1. Write a new rule to check on Profit/Loss data in the rule edit box

Graphical user interface, text, application, email

Description automatically generated

* 1. Click on Format in the same Rule box. In the Fill tab, change Background Color to blue

Graphical user interface, application

Description automatically generated

* 1. Click OK again

Graphical user interface, text, application

Description automatically generated

* 1. The final output looks as shown below:

