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

Answer: click Home Tab ->Conditional Formatting-> Highlight Cells Rule-> Greater Than -> 150

Product	Region	Date	Sales
product A	North	2024-01-01	120
product B	South	2024-01-02	150
product A	East	2024-01-03	200
product C	West	2024-01-04	90
product B	North	2024-01-05	220
product A	South	2024-01-06	130
product C	North	2024-01-07	300
product B	East	2024-01-08	80

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

Answer: formula: =$A15="Product A"

Product	Region	Date	Sales
product A	North	2024-01-01	120
product B	South	2024-01-02	150
product A	East	2024-01-03	200
product C	West	2024-01-04	90
product B	North	2024-01-05	220
product A	South	2024-01-06	130

Product	Region	Date	Sales
product C	North	2024-01-07	300
product B	East	2024-01-08	80

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

Answer: formula: =AND(C2>=DATE(2024,1,1), C2<=DATE(2024,1,31))

Product	Region	Date	Sales
product A	North	2024-01-01	120
product B	South	2024-01-02	150
product A	East	2024-01-03	200
product C	West	2024-01-04	90
product B	North	2024-01-05	220
product A	South	2024-01-06	130
product C	North	2024-01-07	300
product B	East	2024-01-08	80

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

Answer: click Home Tab ->Conditional Formatting-> Highlight bottom Rule-> Top 3 values

Product	Region	Date	Sales
product A	North	2024-01-01	120
product B	South	2024-01-02	150
product A	East	2024-01-03	200
product C	West	2024-01-04	90
product B	North	2024-01-05	220
product A	South	2024-01-06	130
product C	North	2024-01-07	300
product B	East	2024-01-08	80

5. Apply conditional formatting to highlight sales for "Product B" in the "North" region.

Answer: formula: =AND(A2="Product B", B2="North")

Product	Region	Date	Sales
product A	North	2024-01-01	120
product B	South	2024-01-02	150
product A	East	2024-01-03	200
product C	West	2024-01-04	90
product B	North	2024-01-05	220
product A	South	2024-01-06	130
product C	North	2024-01-07	300
product B	East	2024-01-08	80