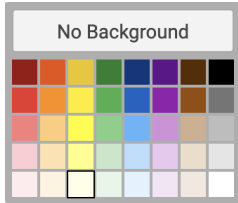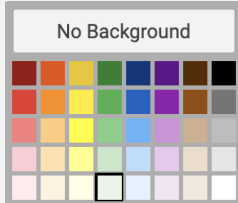# Sheet Formatting course activity
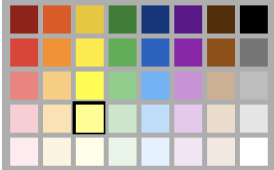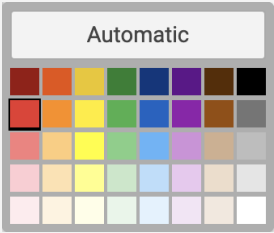
By the end of this activity, you will be able to:	Follow these steps to get the course activity assets
• Create conditional formatting rules • Lock columns • Change various formatting elements of columns such as background color and number format	1. Go to the Get the Course Activity Assets lesson on the left 2. Click the appropriate link for your region 3. Open the following sheet: 01_Sheet Basics Course Assets > 02_Sheet Formatting Activity > 02_Marketing Request Tracker - Sheet Formatting

Conditional Formatting

In your Marketing Request Tracker, you want to create some additional conditional formatting rules. Create the rules according to the criteria listed here. Note that the order of conditional formatting rules has significance. Rules higher up in the list take precedence over rules that are lower in the list so if there is a conflict of conditions, the higher rule will override the lower rule. You can clone existing rules to help you create the new rules.

Condition	Formatting	Apply to Columns
Condition 1 If the **date needed by** is **in the next 5 days**	Change the background color to the lightest shade of yellow: No Background	Only apply this rule to the **Date Needed By** column
Condition 2 If the **date needed by** is **in the the future**	Change the background color to the lightest shade of green: No Background	Only apply this rule to the **Date Needed By** column

Conditional Formatting Continued

Condition	Formatting	Apply to Columns
Condition 3 If the **Assigned To column** is **blank**	Change the background color to the medium shade of yellow: No Background	Only apply this rule to the **Assigned To** column
Condition 4 If the **URGENT flag** is **flagged**	Change the font color to red and make it bold. Automatic	Apply this rule to the entire row

Perform Other Column Formatting

Here are four additional things you want to do to your sheet.

1. Lock the URGENT column through the column action menu
2. Change the background color to a light blue for the columns that you and your team are responsible for. That includes these columns:
   a. Status
   b. % Complete
   c. Assigned To
   d. Date Started
   e. Estimated Completion Date
3. Sort your sheet by Date Needed By in Ascending order through the Date Needed By column action menu
4. Change the % Complete column to percent formatting using the percentage format button in the top menu bar (click here for a visual of where that is).

Great job! You reached the end of the activity!