

Excel Examples: Cell editing and manipulation

Formatting

Consider the table [02_EDC.xlsx | Exmp01]. Format it to obtain a result similar to the one presented in the picture below:

	A	B	C	D	E	F	G	H
1	EURONEXT PSI-20							
2	Título	Última cotação	Variação (%)	Abertura	Mínimo	Máximo	Volume	Data
3	ALTRI	3,775 €	-1%	3,82 €	3,76 €	3,83 €	377344	19-out-2010 18:28
4	BCP	0,672 €	1%	0,67 €	0,67 €	0,68 €	36088621	19-out-2010 18:28
5	BES	3,661 €	2%	3,60 €	3,60 €	3,67 €	2612595	19-out-2010 18:28
6	BPI	1,615 €	2%	1,59 €	1,58 €	1,63 €	1618834	19-out-2010 18:28
7	BRISA	5,260 €	2%	5,17 €	5,15 €	5,30 €	1639136	19-out-2010 18:28
8	EDP	2,720 €	1%	2,70 €	2,69 €	2,74 €	14356215	19-out-2010 18:28
9	EDPR	4,286 €	0%	4,27 €	4,24 €	4,32 €	2780768	19-out-2010 18:28
10	GALP	13,150 €	-1%	13,31 €	13,13 €	13,33 €	1291755	19-out-2010 18:28
11	INAPA	0,433 €	-2%	0,44 €	0,43 €	0,44 €	469244	19-out-2010 18:28
12	JMARTINS	9,891 €	1%	9,83 €	9,83 €	10,18 €	1352875	19-out-2010 18:28
13	MOTAENGIL	2,175 €	1%	2,15 €	2,15 €	2,18 €	691038	19-out-2010 18:28
14	PORTUCEL	2,266 €	0%	2,27 €	2,25 €	2,28 €	238803	19-out-2010 18:28
15	PT	10,100 €	1%	10,02 €	10,02 €	10,17 €	2302381	19-out-2010 18:28
16	REN	2,712 €	0%	2,72 €	2,71 €	2,73 €	106066	19-out-2010 18:28
17	SEMAPA	8,015 €	-2%	8,19 €	7,95 €	8,19 €	129146	19-out-2010 18:28
18	SONAE	0,844 €	1%	0,84 €	0,84 €	0,85 €	3780318	19-out-2010 18:28
19	SONAECOM	1,438 €	0%	1,43 €	1,43 €	1,46 €	202743	19-out-2010 18:28
20	SONC	0,450 €	0%	0,45 €	0,45 €	0,46 €	66820	19-out-2010 18:28
21	SONIND	2,145 €	-1%	2,16 €	2,13 €	2,16 €	144268	19-out-2010 18:28
22	ZON	3,241 €	0%	3,25 €	3,20 €	3,28 €	808114	19-out-2010 18:28

Row 1: Merged, centered, italic

Rows 1 and 2: Font(size = 10, colour = white), bold, fill = black

Column B: Currency, 3 decimal places

Column C: Percentage




Columns D, E and F: Currency

Column H: Customised (dd-mmm-aaaa h:mm) (?)

(?) <https://support.microsoft.com/pt-pt/office/formatar-uma-data-da-forma-pretendida-8e10019e-d5d8-47a1-ba95-db95123d273e>

Conditional formatting

Consider the column “Variação” of the table in [02_EDC.xlsx | Exmp02].

1. Apply a conditional formatting to highlight negative values with fill and content in red
2. Apply a new rule to highlight the positive values only with the fill in green
3. Change the last rule so that the font colour is also green
4. Apply a new rule to present the icons    for cells with positive, null, and negative variations
5. Delete the last rule
6. Delete all the rules