

Conditional Formatting Lab

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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.

Product	Region	Date	Sales
Product A	North	01-01-24	120
Product B	South	02-08-24	150
Product A	East	03-01-24	200
Product C	West	04-02-24	90
Product B	North	05-01-24	220
Product A	South	06-09-24	130
Product C	East	07-01-24	300
Product B	West	08-01-24	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"`.
- Step5. Click **Format**, choose your formatting style, and click **OK**.

Product	Region	Date	Sales
Product A	North	01-01-24	120
Product B	South	02-08-24	150
Product A	East	03-01-24	200
Product C	West	04-02-24	90
Product B	North	05-01-24	220
Product A	South	06-09-24	130
Product C	East	07-01-24	300
Product B	West	08-01-24	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))`

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

Step5. Click **Format**, choose your formatting style, and click **OK**.

Product	Region	Date	Sales
Product A	North	01-01-24	120
Product B	South	02-08-24	150
Product A	East	03-01-24	200
Product C	West	04-02-24	90
Product B	North	05-01-24	220
Product A	South	06-01-24	130
Product C	East	07-09-24	300
Product B	West	08-01-24	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**.

Product	Region	Date	Sales
Product A	North	01-01-24	120
Product B	South	02-08-24	150
Product A	East	03-01-24	200
Product C	West	04-02-24	90
Product B	North	05-01-24	220
Product A	South	06-01-24	130
Product C	East	07-09-24	300
Product B	West	08-01-24	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**.

Product	Region	Date	Sales
Product A	North	01-01-24	120
Product B	South	02-08-24	150
Product A	East	03-01-24	200
Product C	West	04-02-24	90
Product B	North	05-01-24	220
Product A	South	06-01-24	130
Product C	East	07-09-24	300
Product B	West	08-01-24	80