

LAB Assignment

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

Step. Set the rule to **Cell Value > greater than or equal to** > enter 150.

Step. Click **Format** to choose the desired highlighting style, then click **OK**.

| Product | Region | Date | Sales |
|-----------|--------|------------|-------|
| Product A | North | 01-01-2024 | 120 |
| Product B | South | 02-08-2024 | 150 |
| Product A | East | 03-01-2024 | 200 |
| Product C | West | 04-02-2024 | 90 |
| Product B | North | 05-01-2024 | 220 |
| Product A | South | 06-09-2024 | 130 |
| Product C | East | 07-01-2024 | 300 |
| Product B | West | 08-01-2024 | 80 |

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

Step. Enter the formula: `=A15="Product A"`.

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

| Product | Region | Date | Sales |
|-----------|--------|------------|-------|
| Product A | North | 01-01-2024 | 120 |
| Product B | South | 02-08-2024 | 150 |
| Product A | East | 03-01-2024 | 200 |
| Product C | West | 04-02-2024 | 90 |
| Product B | North | 05-01-2024 | 220 |
| Product A | South | 06-09-2024 | 130 |
| Product C | East | 07-01-2024 | 300 |
| Product B | West | 08-01-2024 | 80 |

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

format.

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

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

| Product | Region | Date | Sales |
|-----------|--------|------------|-------|
| Product A | North | 01-01-2024 | 120 |
| Product B | South | 02-08-2024 | 150 |
| Product A | East | 03-01-2024 | 200 |
| Product C | West | 04-02-2024 | 90 |
| Product B | North | 05-01-2024 | 220 |
| Product A | South | 06-01-2024 | 130 |
| Product C | East | 07-09-2024 | 300 |
| Product B | West | 08-01-2024 | 80 |

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

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

| Product | Region | Date | Sales |
|-----------|--------|------------|-------|
| Product A | North | 01-01-2024 | 120 |
| Product B | South | 02-08-2024 | 150 |
| Product A | East | 03-01-2024 | 200 |
| Product C | West | 04-02-2024 | 90 |
| Product B | North | 05-01-2024 | 220 |
| Product A | South | 06-01-2024 | 130 |
| Product C | East | 07-09-2024 | 300 |
| Product B | West | 08-01-2024 | 80 |

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

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 | 01-01-2024 | 120 |
| Product B | South | 02-08-2024 | 150 |
| Product A | East | 03-01-2024 | 200 |
| Product C | West | 04-02-2024 | 90 |
| Product B | North | 05-01-2024 | 220 |
| Product A | South | 06-01-2024 | 130 |
| Product C | East | 07-09-2024 | 300 |
| Product B | West | 08-01-2024 | 80 |