

Ex.No.: 7

EXCEL APPLICATIONS - II

Date : 23.07.16

Aim

To Create a table of records with columns as Name and Donation Amount. Donation amount should be formatted with two decimal places. There should be at least twenty records in the table. Create a conditional format to highlight the highest donation with blue colour and lowest donation with red colour. The table should have a heading

PROCEDURE:-

Step1: Click

Start All Programs Microsoft Office Microsoft Office Excel 2007.

Excel application window will appear.

Step 2 : Type the data in each cell

Step 3 : Select **Donation amount column** and right Click it will displayed the menu than select **Format Cells** options

Step 4 : Click **Number** in **Category** and see the Declaimed places as 2 and click ok button

Step 5 : Type the donation amount is each name and select all the amounts

Step 6 : Click on the **Home Menu**, Locate the **Styles P** and then Click **Conditional Formatting** button

Step 7 : **Conditional Formatting** menu gives you various options the easiest one is the **Colour Scales** option select **More Rules** from the **Colour Scales**

Step 8 : Click the colour below the minimum as Red and maximum as Blue

Step 9 : The Highest donation and lowest donations are indicated in Red and Blue Colours

RESULT:-

Thus the above exercises Create a table of rows and columns with two decimal Places are done Successfully