

# Activity 20 - Using Logical Functions to Apply Conditional Formatting

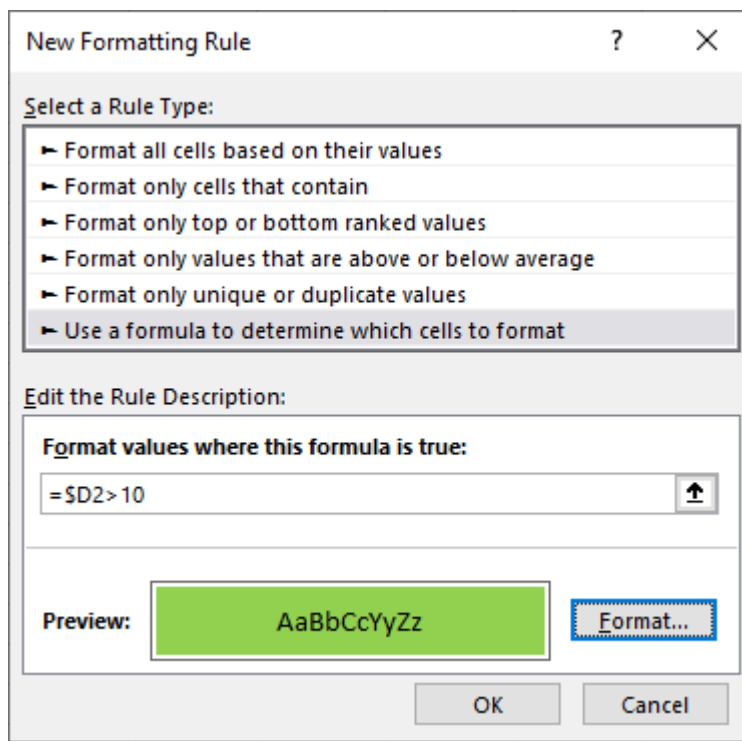
## Before You Begin

The workbook My Develetech Sales.xlsx is open.

## Scenario

As the sales manager for Develetech Industries, you want to recognize sales personnel that have been with the company for 10 or more years. You have created a worksheet with each of the salespersons and their calculated tenure. You decide to use a formula to apply conditional formatting to the salesperson names and employee IDs.

1. Apply conditional formatting to the salesperson names based on their tenure with the company.
  - a. Select the **Sales Tenure** worksheet.
  - b. Select cells **A2:A11**.
  - c. Select **Home** → **Conditional Formatting** → **New Rule**.
  - d. From the **Select a Rule Type** list box, select the **Use a formula to determine which cells to format** rule.
  - e. Select the **Format values where this formula is true** text box and type **= $D2 > 10$**
  - f. Using the mixed reference in this formula prevents the column from changing when this rule is copied to the employee IDs later in this activity.
  - g. Select the **Format** button.
  - h. In the **Format Cells** dialog box, select the **Fill** tab, if necessary, and in the last row of the **Background Color** section, select **Light Green** (the fifth color from the left) and select **OK**.
  - i. In the **New Formatting Rule** dialog box, select **OK**.




- j. Verify that correct fill formatting has been applied to the salesperson names who have been with the company greater than 10 years.

	A	B	C	D	E
1	<b>Salesperson</b>	<b>Employee ID</b>	<b>Start Date</b>	<b>Years w/ Co.</b>	<b>Annual Sales</b>
2	Ernestine	1002	2/25/2005	16.48	\$432,653
3	Becky	1001	11/13/2001	19.77	\$547,089
4	Noah	1007	7/6/2013	8.12	\$395,263
5	Bernice	1010	11/13/2005	15.77	\$620,444
6	Maurice	1008	9/6/2013	7.95	\$392,224
7	Winston	1004	12/13/2004	16.68	\$321,015
8	Glenn	1003	11/11/2009	11.77	\$529,591
9	Monique	1005	1/2/2003	18.63	\$534,560
10	Rosie	1009	3/24/2010	11.41	\$428,643
11	Jack	1006	6/19/2006	15.17	\$481,062

2. Apply the same formatting to the employee IDs.
  - a. If necessary, reselect **A2:A11**, and select the AutoFill handle and drag it to the right to **B2:B11**.

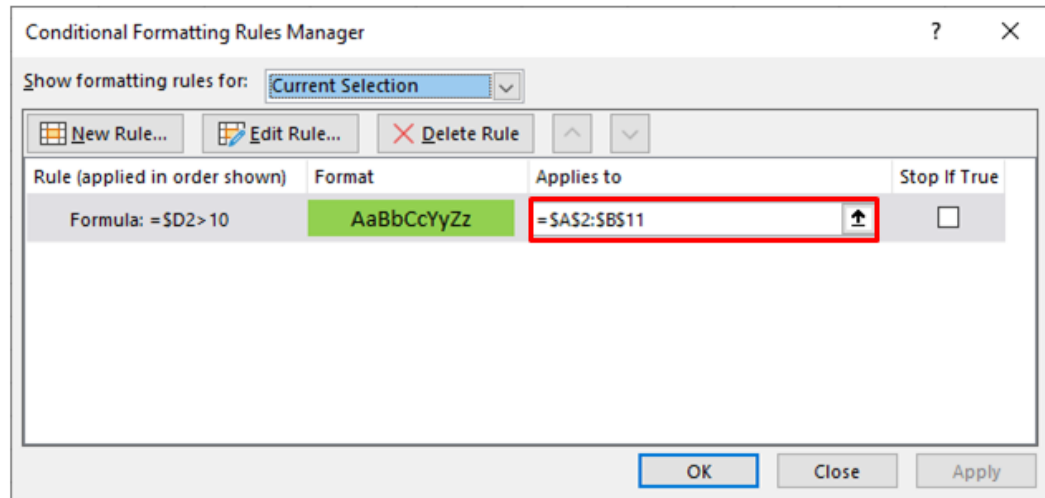
	A	
1	Salesperson	Empl
2	Ernestine	
3	Becky	
4	Noah	
5	Bernice	
6	Maurice	
7	Winston	
8	Glenn	
9	Monique	
10	Rosie	
11	Jack	
12		
13		

- b. Remember that the **AutoFill** handle is in cell **A11** after the range **A2:A11** is selected.
- c. Select the **AutoFill** icon  and select **Fill Formatting Only**.

	A	B	C	D	E
1	Salesperson	Employee ID	Start Date	Years w/ Co.	Annual Sales
2	Ernestine	1002	2/25/2005	16.48	\$432,653
3	Becky	1001	11/13/2001	19.77	\$547,089
4	Noah	1007	7/6/2013	8.12	\$395,263
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12					
13					
14					
15					
16					

- d. Verify that the correct fill formatting has been applied to the employee IDs.

3. Verify that the **Conditional Formatting Rules Manager** updated the rule to include the range **B2:B11**.
  - a. If necessary, select **A2:B11**, and select **Home** → **Conditional Formatting** → **Manage Rules**.
  - b. Verify that in the **Show formatting rules for** drop-down list **Current Selection** is selected, and in the **Applies to** section, the range **=\$A\$2:\$B\$11** is displayed.



- c. Select **Close**.
4. Save the workbook and then close the file.