

Activity 19 - Applying Intermediate Conditional Formatting

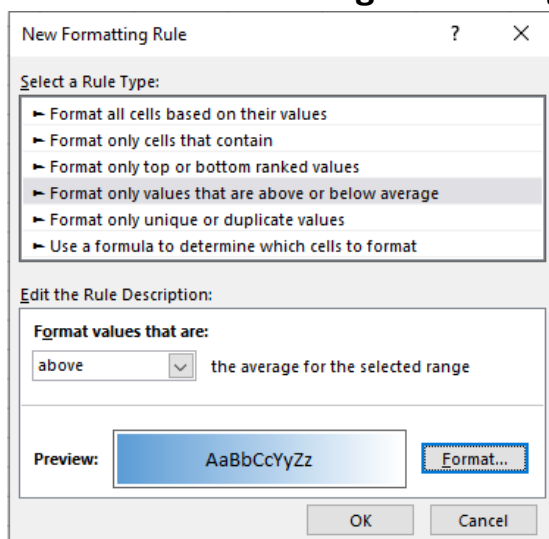
Before You Begin

The workbook My Develetech Sales.xlsx is open.

Scenario

As the vice president of sales for Develetech Industries, you have collected the 2021 sales data and organized it for each of the quarters, regions, and products. You want to find out which regions and products are above the average. In order to accomplish this task, you decide to apply conditional formatting.

1. Apply conditional formatting in order to see total sales that are above the average.
 - a. Select the **Total Sales** worksheet.
 - b. Select the range **C2:C21**.
 - c. Select **Home** → **Conditional Formatting** → **New Rule**.
 - d. In the **New Formatting Rule** dialog box, from the **Select a Rule Type** list, select **Format only values that are above or below average**.
 - e. In the **Edit the Rule Description** section, in the **Format values that are** drop-down list, verify that **above** is selected.
 - f. Select the **Format** button.
 - g. In the **Format Cells** dialog box, select the **Fill** tab.
 - h. Select the **Fill Effects** button.
 - i. In the **Fill Effects** dialog box, in the **Shading styles** section, select the option **Vertical**.
 - j. In the **Variants** section, select the **upper right variant** and select **OK**.
 - k. In the **Format Cells** dialog box, select **OK**.
 - l. In the **New Formatting Rule** dialog box, select **OK**.



- m. Verify that the conditional formatting has been applied to the sales data that are above the average of \$620,529.
- Note that the average of the selected range will appear on the status bar if **Average** is enabled. Right-click the status bar to customize its settings.

	A	B	C
1	Region	Product Name	Total Sales
2	Midwest	Cameras	\$ 346,587
3	Midwest	Laptops	\$ 962,650
4	Midwest	Printers	\$ 261,359
5	Midwest	Desktops	\$ 617,163
6	Northeast	Cameras	\$ 428,253
7	Northeast	Laptops	\$ 1,136,626
8	Northeast	Printers	\$ 330,547
9	Northeast	Desktops	\$ 854,541
10	Southeast	Cameras	\$ 463,288
11	Southeast	Laptops	\$ 798,523
12	Southeast	Printers	\$ 422,962
13	Southeast	Desktops	\$ 612,694
14	Southwest	Cameras	\$ 460,959
15	Southwest	Laptops	\$ 1,012,353
16	Southwest	Printers	\$ 514,743
17	Southwest	Desktops	\$ 750,039
18	West	Cameras	\$ 370,773
19	West	Laptops	\$ 948,732
20	West	Printers	\$ 314,756
21	West	Desktops	\$ 803,027

2. Save the workbook and keep the file open.