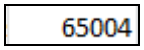
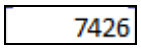
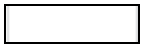
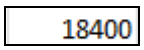
Microsoft Excel 2010 Introduction
Creating Simple Formulas

Entering Formulas

Step	Action
1.	**Task:** You will enter a formula in cell **B18** which will calculate the net profit for **District 1**. This will involve deducting the expenses from the total sales.
2.	Select the cell in which you want to create a formula. In this example, choose cell **B18**. Click the **B18** cell. 
3.	Start typing the formula. Enter the desired information into the **B18** field. Enter a valid value e.g. "=".
4.	Build the formula by adding the relevant cell references. In this example, click the cell containing the current value of total sales. Click the **B16** cell. 
5.	Continue building the formula by typing the correct mathematical operator. Enter the desired information into the **B18** field. Enter a valid value e.g. "-".
6.	Continue building the formula. In this example, click the cell containing the current value of expenses. Click the **B17** cell. 
7.	The formula is complete. Confirm the entry. Press **[Enter]**.
8.	**Results:** The formula has been entered, and now calculates the net profit. Should you update the values in either of the cells referenced by the formula, Excel will automatically update the result.
9.	**Task:** You will now enter a formula in cell **C17** which will calculate the expenses for **District 2** as a specific fraction of the total sales.
10.	Select the next cell in which you want to create a formula. In this example, choose cell **C17**. Click the **C17** cell. 
11.	Start typing the formula. Enter the desired information into the **C17** field. Enter a valid value e.g. "=".

Step	Action
12.	Build the formula by adding the relevant cell references. In this example, click the cell containing the current value of total sales. Click the **C16** cell. 
13.	Continue building the formula by typing the correct mathematical operator. Enter the desired information into the **C17** field. Enter a valid value e.g. "*****".
14.	Continue building the formula by typing the desired fixed value. Enter the desired information into the **C17** field. Enter a valid value e.g. "**0.08**".
15.	The formula is complete. Confirm the entry. Press **[Enter]**.
16.	**Results:** The formula has been entered, and now calculates the expenses. Should you update the value in the cell referenced by the formula, Excel will automatically update the result. You could also update the fixed value in the formula, if you wished.
17.	This topic showed how to enter formulas. **End of Procedure.**

Microsoft Excel 2010 Advanced 1
Using Conditional and Custom Formats

Applying Conditional Formatting

Excel lets you quickly apply Conditional Formatting to help you explore and analyze data visually, detect critical issues, and identify patterns and trends.

A conditional format changes the appearance of a cell range based on a condition or criteria. In previous versions of Excel, only the first conditional format was applied even if more than one condition was true. Now you can apply an unlimited number of conditions, and may also be able to use Conditional Formatting in place of a chart. You can use the **Highlight Cells Rules**, **Top/Bottom Rules**, **Data Bars**, **Color Scales** or **Icon Sets** options to visualize data easily, highlight interesting cells or ranges of cells, and emphasize unusual values.

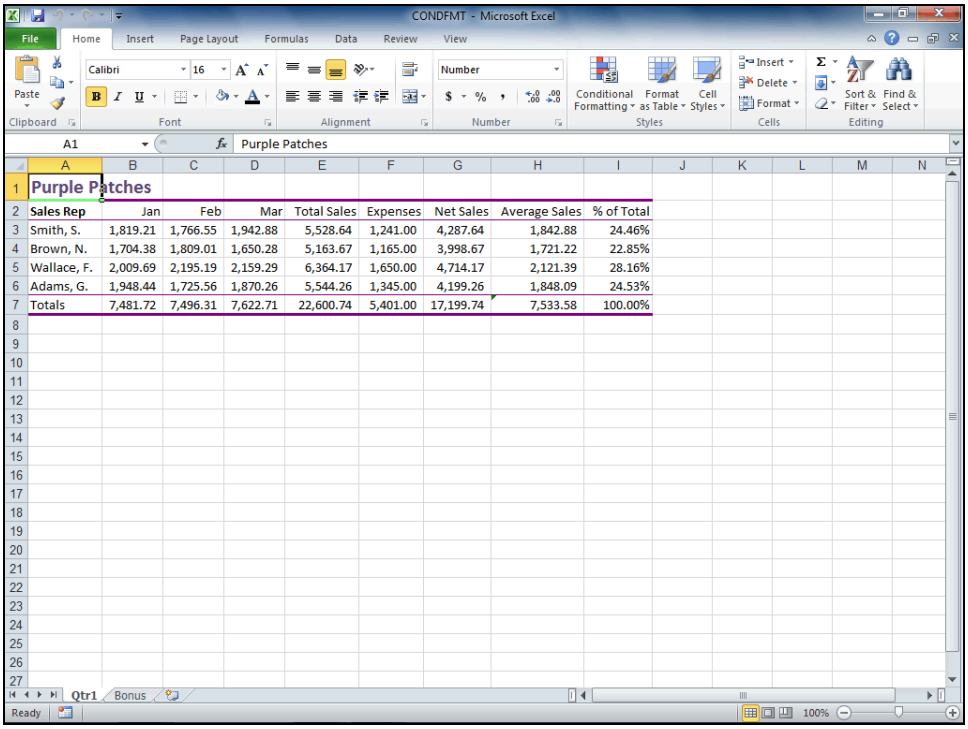
Notes

Notes: You can also create your own rules. Select the **Conditional Formatting** button in the **Styles** group on the **Home** tab, then select the **New Rule** option.

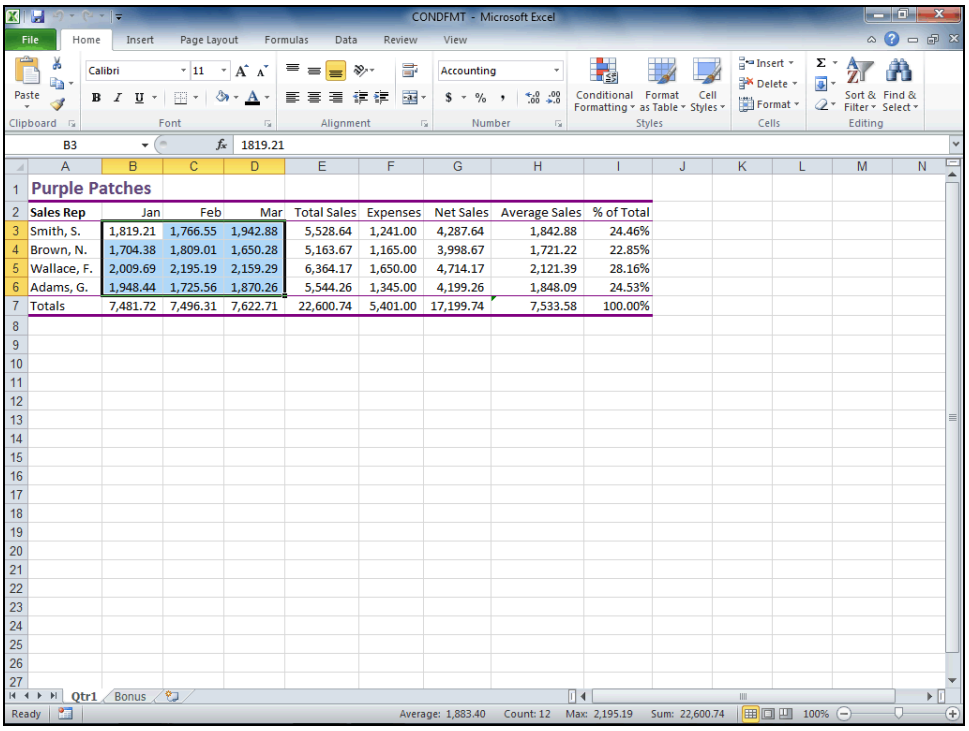
Notes: A number of formatting options are made available. If you want to create your own, however, select the **Custom Format** option, and then specify the desired formatting in the **Format Cells** dialog box.

Procedure

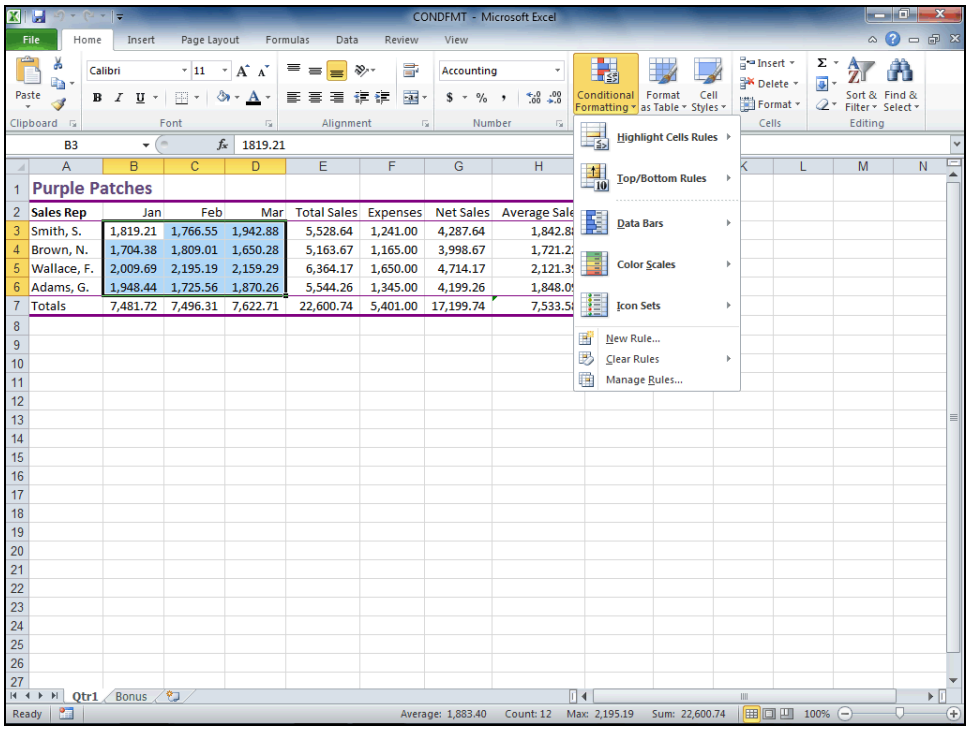
This topic shows how to apply conditional formatting.



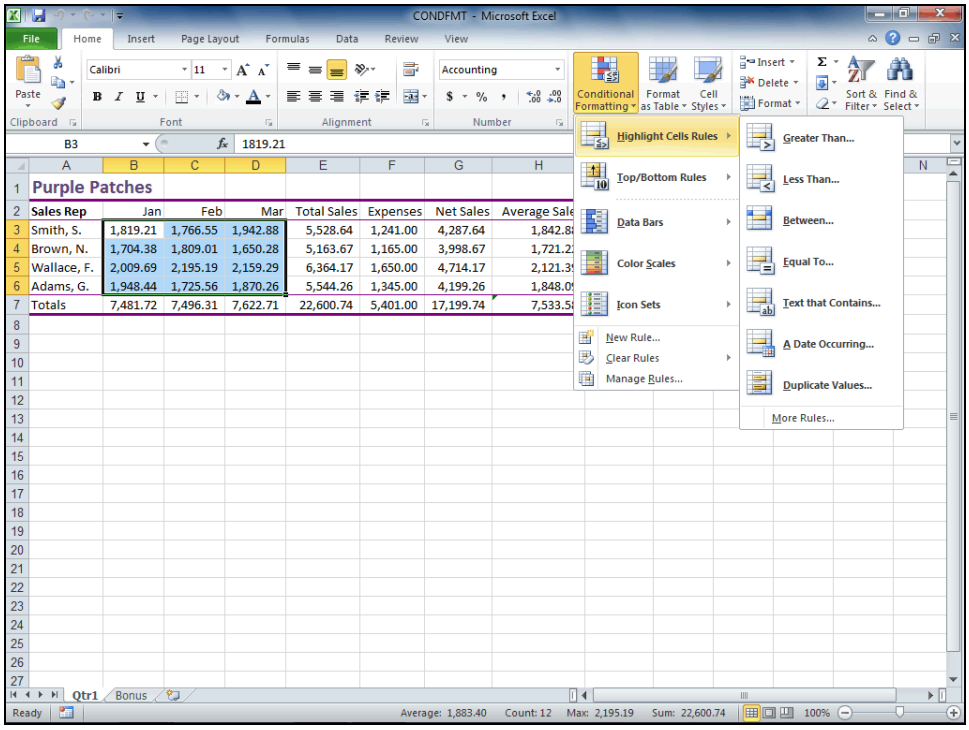
Step	Action
1.	**Task:** Apply **Light Red Fill** conditional formatting to the **Jan, Feb, Mar** data.
2.	Drag to select the range of cells to which you wish to apply a conditional format. In this example, click on cell **B3** and then drag across and down to cell **D6**. Press the left mouse button and drag the mouse to the desired location.
3.	Finish your selection. Release the mouse button.



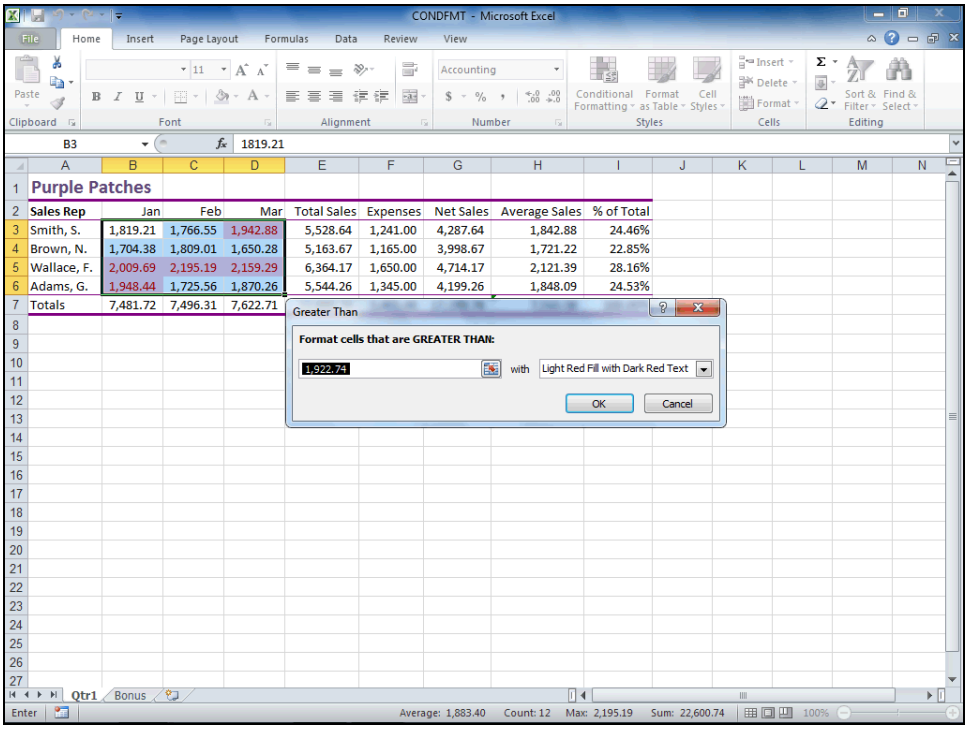
Step	Action
4.	Display the **Conditional Formatting** menu. Click the **Conditional Formatting** button.

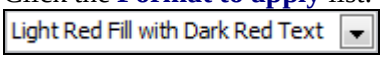
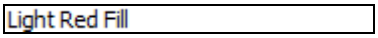


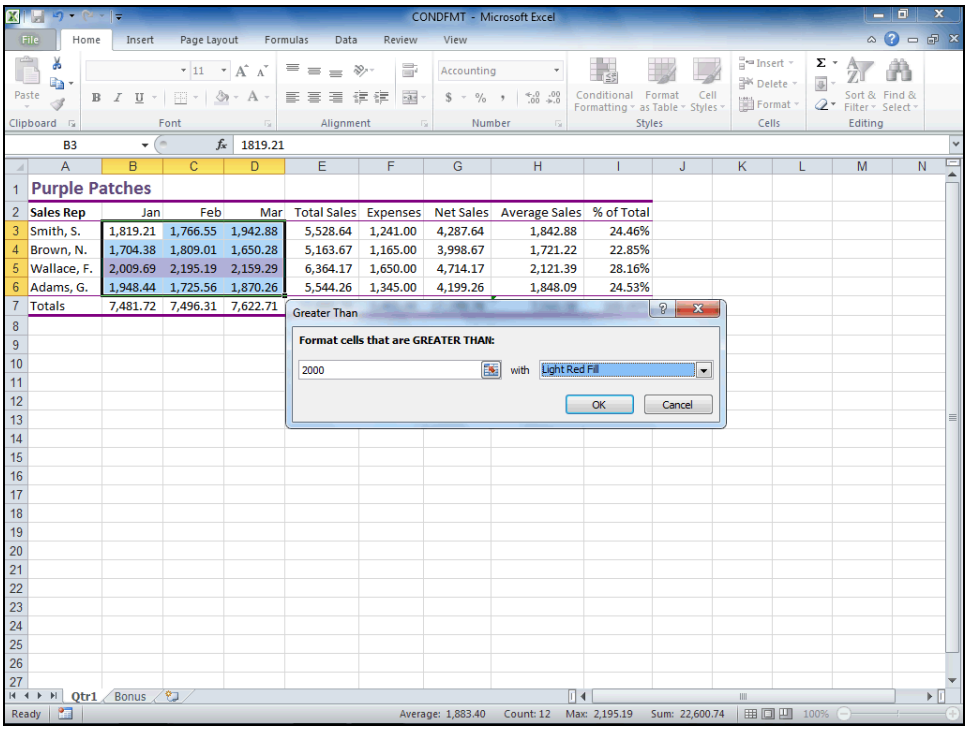
Step	Action
5.	Select the desired formatting rules. In this example, display the **Highlight Cells Rules** submenu. Point to the **Highlight Cells Rules** menu item.



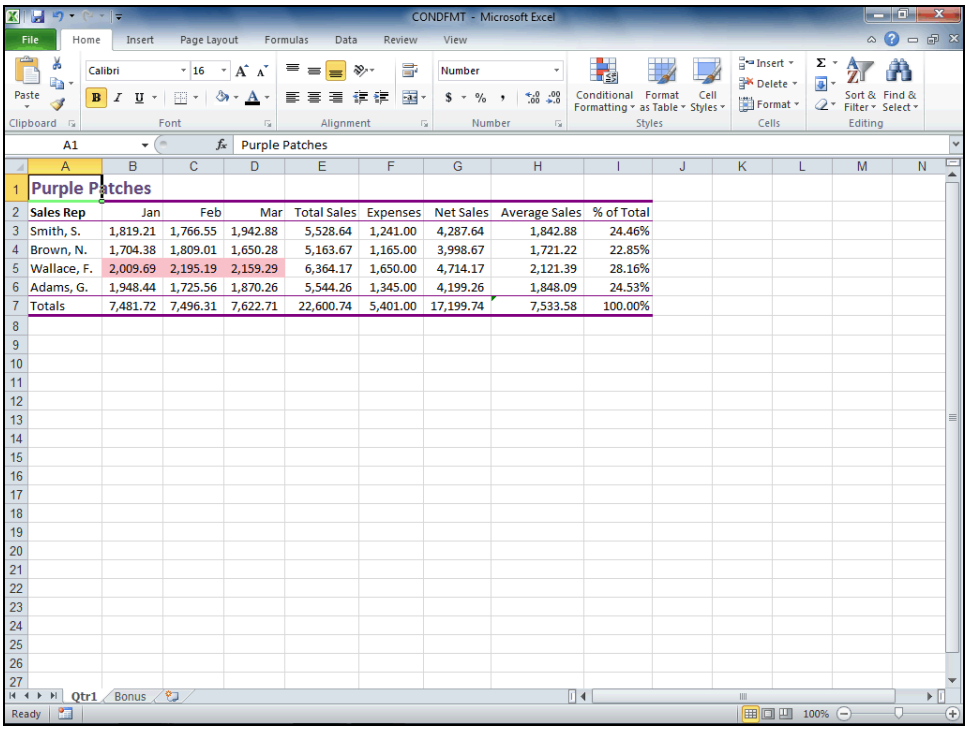
Step	Action
6.	Select the desired formatting rules. In this example, open the **Greater Than** dialog box. Click the **Greater Than** menu item. 



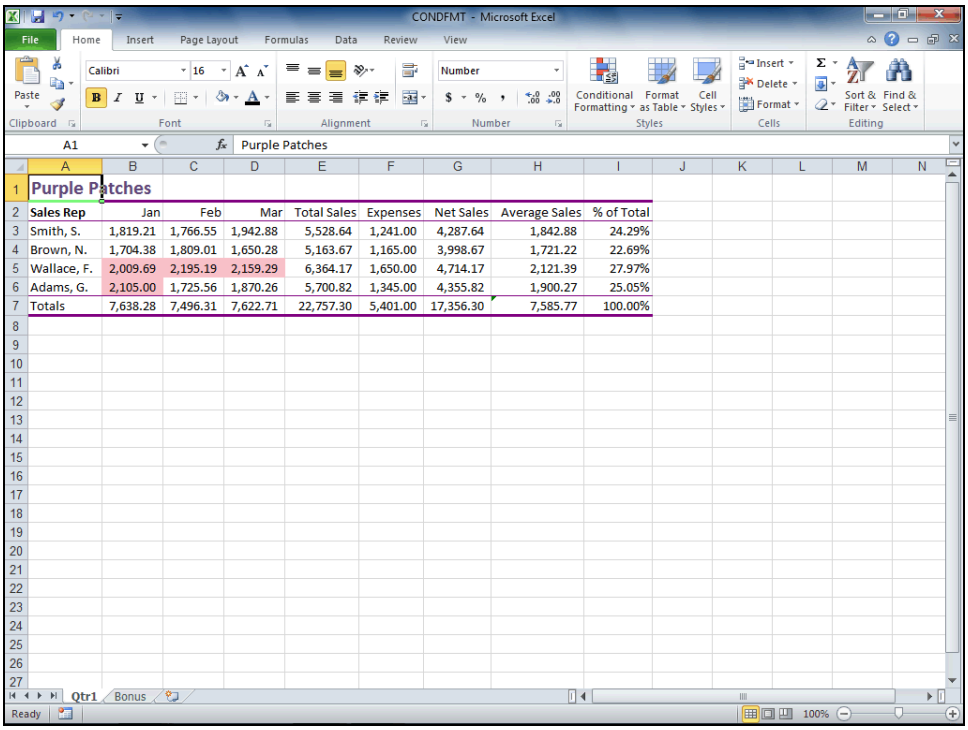
Step	Action
7.	Enter the value you want to use as the criteria. Enter the desired information into the **Greater Than** field. Enter "**2000**".
8.	Display the **Format to apply** options. Click the **Format to apply** list. 
9.	Select the desired formatting option. In this example, select **Light Red Fill**. Click the **Light Red Fill** list item. 



Step	Action
10.	Confirm the settings and apply the formatting. Click the **OK** button. 
11.	Click in any cell to de-select the range. In this example, choose cell **A1**. Click the **A1** cell. 



Step	Action
12.	**Results:** Conditional formatting has been applied to the to the **Jan, Feb, Mar** data. Cells with values greater than **2000** are now displayed with a light red fill color.
13.	**Task:** To demonstrate the conditional formatting, edit a cell in the conditionally formatted range.
14.	Select a cell in the conditionally formatted range. In this example, choose cell **B6**. Click the **B6** cell. 1,948.44
15.	Enter the desired new value. Enter the desired information into the **B6** field. Enter "**2105**".
16.	Confirm the entry, using the keyboard. Press **[Enter]**.
17.	Click in any cell outside the table. In this example, choose cell **A1**. Click the **A1** cell. Purple P



Purple Patches								
Sales Rep	Jan	Feb	Mar	Total Sales	Expenses	Net Sales	Average Sales	% of Total
Smith, S.	1,819.21	1,766.55	1,942.88	5,528.64	1,241.00	4,287.64	1,842.88	24.29%
Brown, N.	1,704.38	1,809.01	1,650.28	5,163.67	1,165.00	3,998.67	1,721.22	22.69%
Wallace, F.	2,009.69	2,195.19	2,159.29	6,364.17	1,650.00	4,714.17	2,121.39	27.97%
Adams, G.	2,105.00	1,725.56	1,870.26	5,700.82	1,345.00	4,355.82	1,900.27	25.05%
Totals	7,638.28	7,496.31	7,622.71	22,757.30	5,401.00	17,356.30	7,585.77	100.00%

Step	Action
18.	**Results:** The edited cell's fill color has changed to red because the number is now greater than 2000.
19.	This topic showed how to apply conditional formatting. **End of Procedure.**