

Paul Robbins training and consultancy

Spreadsheets for Accounting

Main Functions of Microsoft Excel

Conditional Formatting – Exercise 2

You work at a car dealership as a Finance Assistant.

The Sales Manager has provided you with the following data (below) showing the number of cars sold by each sales person during the last month.

Each sales person has a target of selling 25 cars per month.

Name of Salesperson	Number of Cars Sold
Mike Harper	32
Leah Underwood	26
Hardeep Singh	28
Ollie Bell	19
Sarah Fowler	27
Ali Abdullah	22
Peter Knight	35
Bryan Drayford	30
Andre Dos Santos	29
Alexandra Best	31

You need to complete the following tasks in Excel using Conditional Formatting:

1. Prepare a list of all the salespeople, highlighting in red any sales people that failed to meet their sales target for the month

2. Prepare a list of all the salespeople, highlighting in green any salespeople who sold 30 or more cars in that month as they qualify for a £1,000 performance related bonus