

Paul Robbins training and consultancy

Spreadsheets for Accounting

Main Functions of Microsoft Excel

Conditional Formatting – Exercise 1

You have just taken a job as course administrator at a college in London.

On your first day at work, you find that your predecessor had not collated the statistics for course success on the Diploma in Business Studies course.

You have been given the names and percentages for the class (below) by the course tutor.

<i>Student Name</i>	<i>Percentage Mark</i>
<i>Billy Franklin</i>	<i>37%</i>
<i>Jamal Adams</i>	<i>52%</i>
<i>Jana Zhukova</i>	<i>72%</i>
<i>Adam Brown</i>	<i>67%</i>
<i>Bhavinder Singh</i>	<i>55%</i>
<i>Sarah Jones</i>	<i>58%</i>
<i>Alicia Holmes</i>	<i>29%</i>
<i>Elena Pronescu</i>	<i>83%</i>
<i>Faez Ali</i>	<i>47%</i>
<i>Keith Wright</i>	<i>62%</i>
<i>Anna Dolonowska</i>	<i>75%</i>
<i>James Fish</i>	<i>54%</i>

The course tutor has told you that:

- *Anyone with a mark of less than 50% has failed the course*
- *Anyone with a mark between 50% and 59% has gained a 'Pass'*
- *Anyone with a mark between 60% and 69% has gained a 'Merit'*
- *Anyone with a mark of 70% or higher has gained a 'Distinction'*

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

1. *Prepare a list of all the students, highlighting (in yellow) students that passed, so that student success rates can be calculated*
2. *Highlight the three students with the best exam results (in yellow) so that they can be invited to the college awards ceremony*
3. *Colour code students' results as follows:*
 - *Red for students that gained a 'Pass'*
 - *Orange for students that gained a 'Merit'*
 - *Green for students that gained a 'Distinction'*