

Paul Robbins training and consultancy

Spreadsheets for Accounting

Main Functions of Microsoft Excel

Conditional Formatting – Worked Example

You work as the Office Administrator for a small manufacturing company.

Below is the production output for each of the Production Operatives during the last week. You have also been given the following information

- Each Production Operative is expected to produce a minimum output of 300 units per week
- Any Production Operative who produces 350 units or more in a week receives a £100 productivity bonus
- Any Production Operative who produces less than 300 units in a week is called to a meeting with the Production Supervisor.

Production Operative Name	Units Produced
Bill Bryan	321
Daniel Wycliffe	355
Gail Meacher	309
Alan Knight	286
Vicky Chang	312
Nils Pettersen	352

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

1. Prepare a list of all the Production Operatives, highlighting in green anyone who produced 350 or more units in the last week
2. Prepare a list of all the Production Operatives, highlighting in red anyone who produced less than 300 units in the last week