

Practice Exercise 5: Conditional Formatting

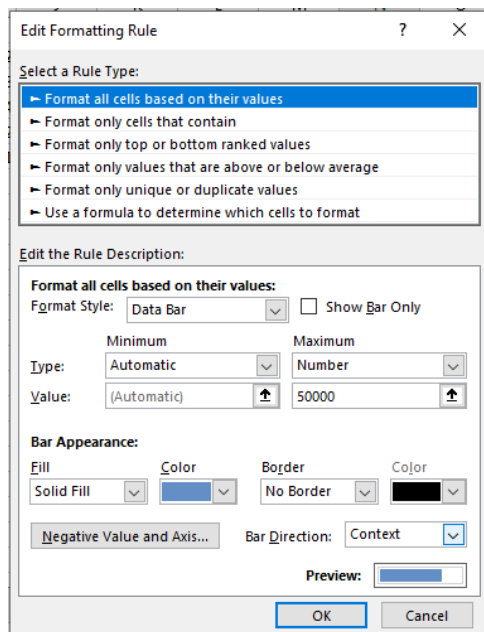
Open Exercise-5 workbook

Instructions: Conditional Formatting (Data Bars)

1. Select Sheet 1
2. Highlight the cells under **Total** column
3. Click **Conditional Formatting**, select **Data Bars**, select any of the **solid fill bars**.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
		Date												
2	Items	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Total
3	Rack and Pinion	2578	3892	1938	714	4986	4896	1100	828	1561	2979	1409	3590	30471
4	Timing belt	1081	4697	3992	3274	3367	1206	3178	3804	4033	1999	4492	4418	39541
5	Crank Shaft	868	2153	2259	4914	3744	1419	1327	1342	3820	855	3083	3138	28922
6	Wheel Bearing	1133	1162	180	4139	1778	1235	4495	4981	1493	3234	1611	4620	30061

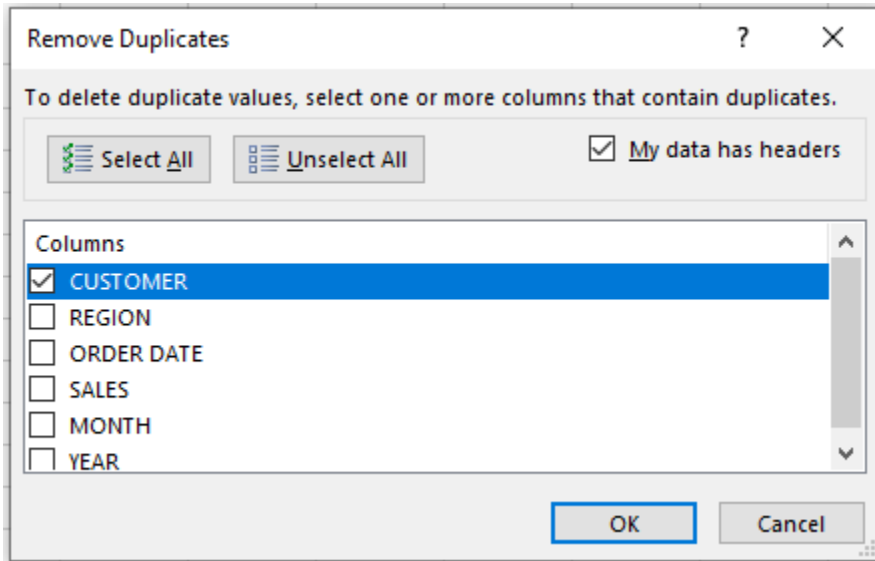
4. Again, highlight the cells under Total column.
5. Click Conditional Formatting, select **New Rule**.
6. Select the first rule type: Format all cells based on their values.
7. In the Format Style select Data Bars, set Maximum to Number, and enter the value 50,000. Click OK.



8. Notice that the Data Bars moved. It now shows how far they are to the maximum value which is 50,000.

Instructions: Remove Duplicates (Single Column)

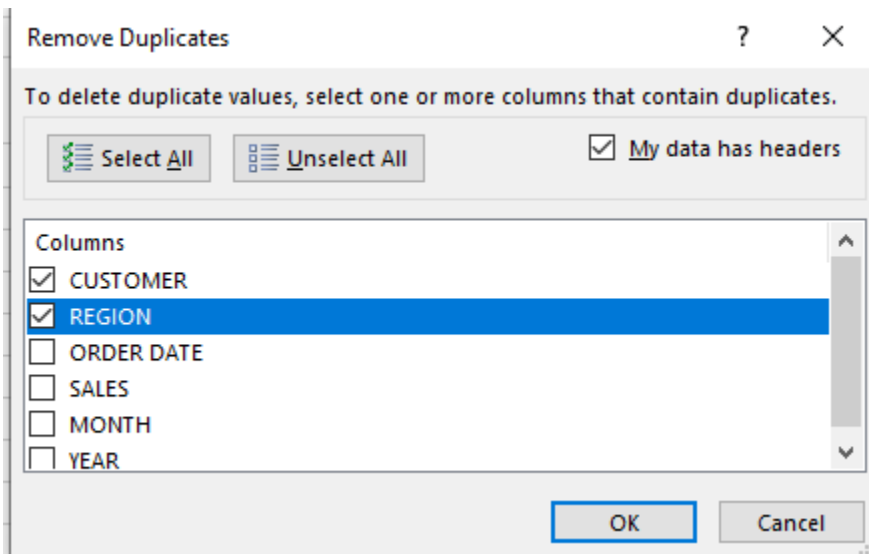
1. Select Sheet 2
2. Highlight A1 to F14
3. Click Remove Duplicates command in Data Tools group, under Data Tab.
4. Click Unselect All to uncheck all columns. Then check **Customer** column only. Click OK.



5. Notice that the table has removed the rows with a duplicate Customer name.

Instructions: Remove Duplicates (Multiple Column)

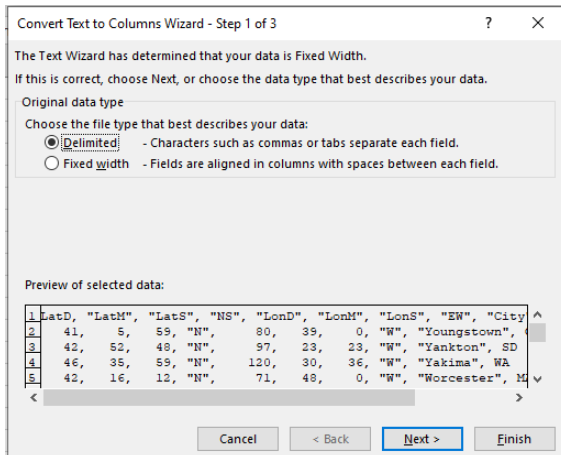
1. Select Sheet 2
2. Highlight A21 to F24
3. Click Remove Duplicates command in Data Tools group, under Data Tab.
4. Click Unselect All to uncheck all columns. Then check **Customer** and **Region** columns only. Click OK.



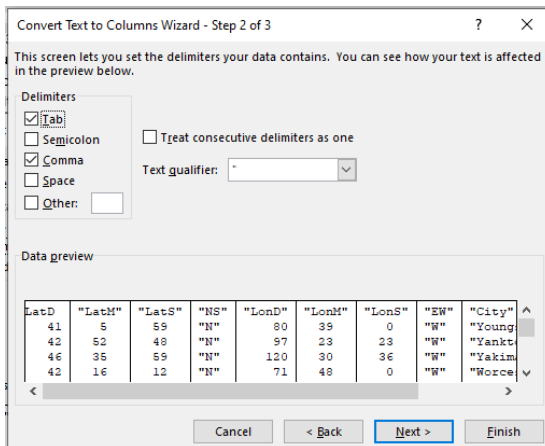
5. Notice that rows with duplicate **Customer** and **Region** are removed.

Instructions: Text to column

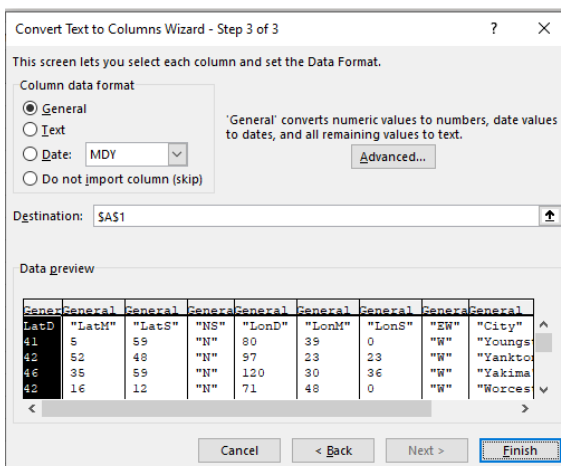
1. Select Sheet 3
2. Click the column letter A to highlight the whole column.
3. Select Text to Column command in the Data Tools under Data Tab.
4. Select Delimited. Click Next



5. Select Comma. Click Next.



6. Click Finish.



7. Your data is now separated by column.

