

UPSKILL TECHNOLOGIES- ADVANCE EXCEL EXERCISES

WWW.UPSKILLTECHNOLOGIES.COM

Exercise # : 101D
Level : Advance
Objective : To assess understanding of Conditional Formatting.
Compatibility : Excel 2007 or >

Instruction:

Download the excel file associated with the test. It has 5 tables which needs conditional formatting.

Table1: Represents invoicing details. Current date is in cell B7. Aim is to highlight the invoice numbers with colors based on their aging. Use rule "Use Formula to determine which cells to Format", calculate the difference between the invoiced date and current date.

Rule	Color
0-60	Green
61-180	Yellow
>180	Red

Table2: Represents task completion report of a team. Use conditional formatting to highlight the entire row in green when the status changes to "Done".

Table3: Using Conditional Formatting highlight the cells which are repeating with "Light Red Fill with Dark Red Text".

Table4: Shows variance between Actual Revenue to Planned Revenue. Use Icon Sets (3 Traffic Lights-Unrimmed) to format the variance column.

Table5: Represents certain transactions of a company. The aim is to highlight those Debit Transaction IDs which have an immediate and equivalent credit amount. It might require to use an IF formula with combination of AND. If applied correctly the 2 transaction ids that match these criteria would be "NBC0041" and "NBC0050".

Save the final workbook with your name and the exercise # and send it for evaluation to info@upskilltechnologies.com

Upskill Technologies
Tolichowki, Hyderabad
www.upskilltechnologies.com