

## COLOR ALL SALES GREEN FOR A DAY IF TOTAL SALES > \$999

**Problem:** Your company offers a bonus pool on any day where the total sales exceed \$1,000. You have invoice data by date, as shown in Fig. 1303. You would like to highlight all records for the days that meet \$1,000 in sales.

**Strategy:** You can use conditional formatting to perform a complex task such as this. But first, before getting into conditional formatting, you should develop the formula that you will need.

- 1) The first task is to add a column that will total all sales for this day. As shown in Fig. 1304, the SUMIF function can do this. There are three arguments in the SUMIF function: =SUMIF(\$A\$2:\$A\$30,A2,\$C\$2:\$C\$30).

	A	B	C
1	<b>Date</b>	<b>Invoice</b>	<b>Sales \$</b>
2	12/1/2004	1506	82
3	12/1/2004	1507	172
4	12/1/2004	1508	202
5	12/1/2004	1509	155
6	12/2/2004	1510	107
7	12/2/2004	1511	249
8	12/2/2004	1512	156
9	12/2/2004	1513	450
10	12/2/2004	1514	227
11	12/3/2004	1515	125
12	12/3/2004	1516	239
13	12/3/2004	1517	115
14	12/3/2004	1518	82
15	12/3/2004	1519	236
16	12/4/2004	1520	218

*Fig. 1303*

	A	B	C	D	E	F
1	<b>Date</b>	<b>Invoice</b>	<b>Sales \$</b>	<b>Total for Today</b>		
2	12/1/2004	1506	82	=SUMIF(\$A\$2:\$A\$30,A2,\$C\$2:\$C\$30)		
3	12/1/2004	1507	172			
4	12/1/2004	1508	202			

*Fig. 1304*

This function tells Excel to examine each cell in A2:A30. If the cell value is equal to cell A2, then it adds up the corresponding cell from C2:C30.

There are a lot of dollar signs in the formula. As you copy the formula down in your temporary column D, you want the ranges in the first and third parameter to be frozen. In our temporary formula in column D, there is no reason to freeze the A2 in the second parameter. However, in the conditional format dialog, this formula will be applied to cells in

A, B, and C, so it is important to freeze the second parameter to column A.

- In this case, you should edit the formula and add a \$ before A2, as shown in Fig. 1305.

	A	B	C	D	E	F
1	<b>Date</b>	<b>Invoice</b>	<b>Sales \$</b>	<b>Total for Today</b>		
2	12/1/2004	1506	82	=SUMIF(\$A\$2:\$A\$30,\$A2,\$C\$2:\$C\$30)		
3	12/1/2004	1507	172			

Fig. 1305

- Enter the formula in D2. Double-click the Fill handle to copy the formula down. In Fig. 1306, you can see that every row contains the total sales for that day.

	A	B	C	D
1	<b>Date</b>	<b>Invoice</b>	<b>Sales \$</b>	<b>Total for Today</b>
2	12/1/2004	1506	82	611
3	12/1/2004	1507	172	611
4	12/1/2004	1508	202	611
5	12/1/2004	1509	155	611
6	12/2/2004	1510	107	1189
7	12/2/2004	1511	249	1189
8	12/2/2004	1512	156	1189
9	12/2/2004	1513	450	1189
10	12/2/2004	1514	227	1189
11	12/3/2004	1515	125	797
12	12/3/2004	1516	239	797
13	12/3/2004	1517	115	797
14	12/3/2004	1518	82	797
15	12/3/2004	1519	236	797
16	12/4/2004	1520	218	1017

Sheet1 | **Sheet2**

Draw | AutoShapes | Ready | Sum=1189

Fig. 1306

- As a reasonableness test, highlight the sales for the December 2. The status bar at the bottom of the Excel window confirms that the total of these cells is \$1,189.

- 5) The formula for conditional formats requires a formula that evaluates to either TRUE or FALSE. Add a new formula in column E. As shown in Fig. 1307, the formula in E2 is =D2>=1000.

E2		fx =D2>=1000				
	A	B	C	D	E	
1	<b>Date</b>	<b>Invoice</b>	<b>Sales \$</b>	<b>Total for Today</b>	<b>Over \$1000?</b>	
2	12/1/2004	1506	82	611	FALSE	
3	12/1/2004	1507	172	611	FALSE	

Fig. 1307

- 6) You can combine these two formulas into a single formula, as shown in Fig. 1308.

D2		fx =(SUMIF(\$A\$2:\$A\$30,\$A2,\$C\$2:\$C\$30))>=1000					
	A	B	C	D	E	F	G
1	<b>Date</b>	<b>Invoice</b>	<b>Sales \$</b>	<b>Over \$1000?</b>			
2	12/1/2004	1506	82	FALSE			
3	12/1/2004	1507	172	FALSE			
4	12/1/2004	1508	202	FALSE			
5	12/1/2004	1509	155	FALSE			
6	12/2/2004	1510	107	TRUE			

Fig. 1308

You now want to set up the conditional format. Follow these steps.

- 1) It is easiest if you copy the formula that is working. Go to cell D2. Hit the F2 key to put the formula in Edit mode. In the formula bar, drag to highlight the entire formula, as shown in Fig. 1309.

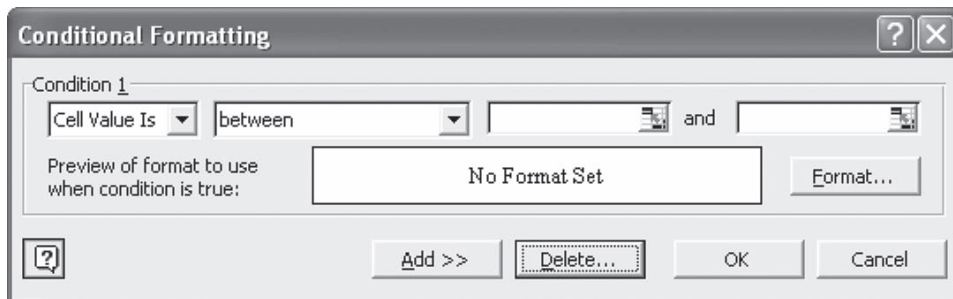
COUNTA		fx =(SUMIF(\$A\$2:\$A\$30,\$A2,\$C\$2:\$C\$30))>=1000					
	A	B	C	D	E	F	G
1	<b>Date</b>	<b>Invoice</b>	<b>Sales \$</b>	<b>Over \$1000?</b>			
2	12/1/2004	1506	82	= (SUMIF(\$A\$2:\$A\$30,\$A2,\$C\$2:\$C\$30))>=1000			
3	12/1/2004	1507	172	FALSE			

Fig. 1309

- 2) Hit Ctrl+C to copy the formula from the formula bar. Copying from the formula bar allows the text of the formula to stay on the clipboard after you hit the Esc key.
- 3) Hit the Esc key to exit Edit mode.

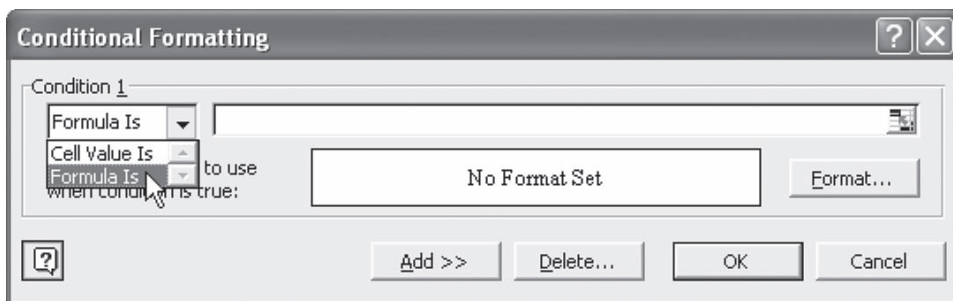
- 4) Select cells A2:C30. From the menu, select Format – Conditional Format.

The Conditional Format dialog initially displays a format suitable for specifying that a cell contains a value between two other values, as shown in Fig. 1310. This is the easier version of conditional formatting, but it is the less powerful.



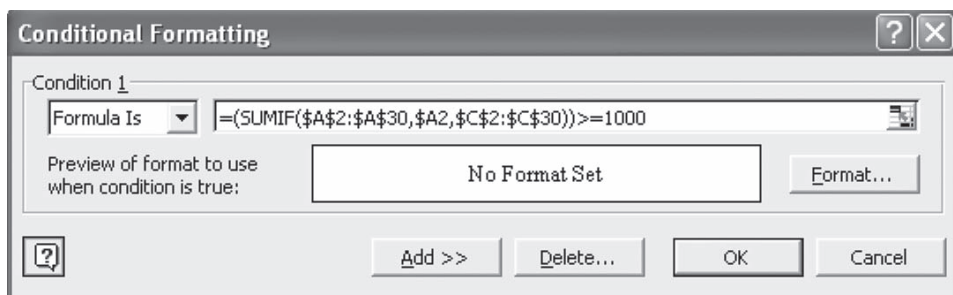
*Fig. 1310*

- 5) To access the more powerful version, use the dropdown to change “Cell Value Is” to “Formula Is”, as shown in Fig. 1311.



*Fig. 1311*

- 6) Click in the formula box, and hit Ctrl+V to paste the formula from the formula bar, as shown in Fig. 1312.



*Fig. 1312*

- 7) Next, you have to set up a unique format that should be used if the condition is True. Choose the Format... button. As shown in Fig. 1313, you will be given a dialog where you can customize the Font, Border, or Patterns.
- 8) Choose the Patterns tab. Select a green color and choose OK.
- 9) Choose OK to close the Conditional Format dialog.

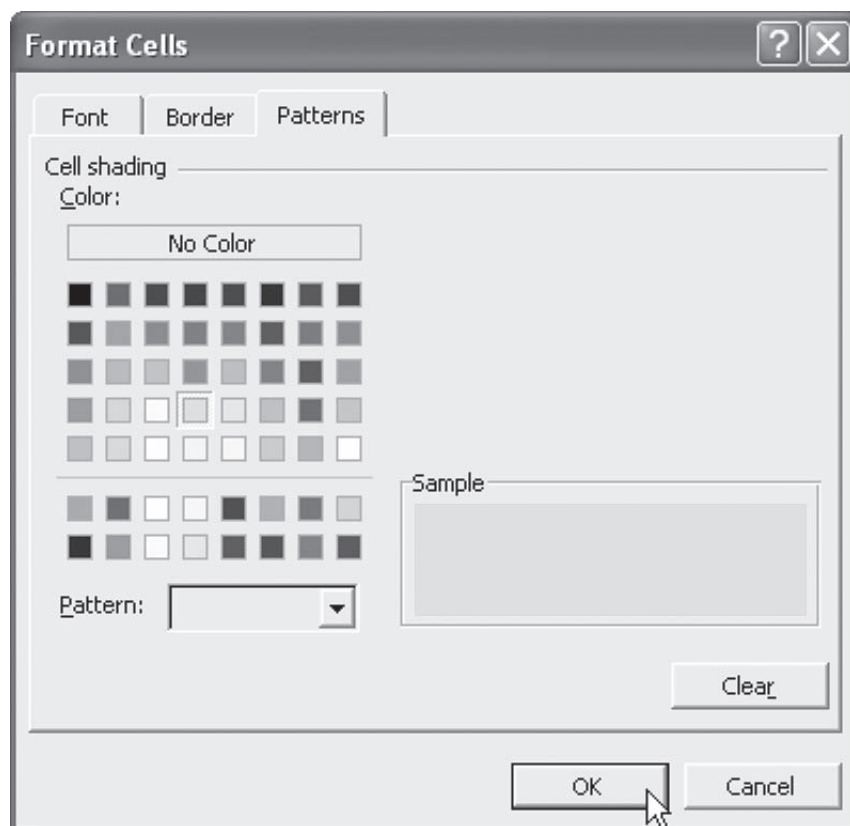


Fig. 1313

If everything worked OK, you will see that all of the rows for the second, fourth, and sixth are highlighted in green, as shown in Fig. 1314.

	A	B	C	D
2	12/1/2004	1506	82	FALSE
3	12/1/2004	1507	172	FALSE
4	12/1/2004	1508	202	FALSE
5	12/1/2004	1509	155	FALSE
6	12/2/2004	1510	107	TRUE
7	12/2/2004	1511	249	TRUE
8	12/2/2004	1512	156	TRUE
9	12/2/2004	1513	450	TRUE
10	12/2/2004	1514	227	TRUE
11	12/3/2004	1515	125	FALSE
12	12/3/2004	1516	239	FALSE
13	12/3/2004	1517	115	FALSE
14	12/3/2004	1518	82	FALSE
15	12/3/2004	1519	236	FALSE
16	12/4/2004	1520	218	TRUE
17	12/4/2004	1521	225	TRUE
18	12/4/2004	1522	235	TRUE
19	12/4/2004	1523	165	TRUE
20	12/4/2004	1524	174	TRUE
21	12/5/2004	1525	214	FALSE

*Fig. 1314*

You can now safely delete your temporary formula in column D.

**Summary:** By changing the Conditional Formatting dialog from Cell Value Is to Formula Is, you can create amazingly powerful formulas to highlight entire rows if some condition is True.

**Commands Discussed:** Data – Conditional Format

**Functions Discussed:** =SUMIF()