

Conditional Processing

What you will find in this section:

-  **How to create calculations based on a condition – IF Functions**
-  **How to use Hlookup and VLookup**

Conditional Formatting

What is Conditional Formatting?

Conditional Formatting makes Excel automatically change the format of a particular cell based on criteria that you set. For example a retailer may use conditional formatting to find stock levels under a particular threshold to be **bold** to flag up that they need re-ordering, and all values over a certain amount to be *italic* to highlight that they are over-stocked.

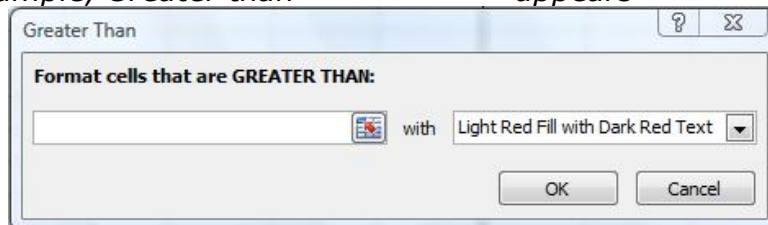
Applying Conditional Formatting

1. *Select the cells you wish to apply conditional formatting to*
2. *Click on the Conditional Formatting button*



3. *Select Highlight Cells Rules*
4. *Select one of the options, for example, Greater than*

Greater Than dialog box appears



5. *Type a value*
6. *(Optional) Change the colour of the cells*
7. *Click OK*

The cells with a value greater than what you have typed appears in a different colour

Using Conditional Formatting to find the Top 10%

1. Select the cells you wish to apply conditional formatting to
2. Click on the Conditional Formatting button



3. Select Top/Bottom Rules
4. Select Top 10%

Top 10% dialog box appears



5. (Optional) Type a different value
6. (Optional) Change the colour of the cells
7. Click OK

The cells that are in the top 10% appears in a different colour

If Functions

An If function asks Excel to consider if something is true or false. If it is true it will return one answer, if it false it will return a different answer.

For example: **Can my company afford to buy 10 new computers?**
 There are 2 possible outcomes - if it is within the budget then the answer is "yes", if it is outside of the budget then the answer is "no".

	A	B	C
1	IT Budget		
2			
3	Max allowable	£10,000	
4			
5	Manufacturer	Cost	
6	HP	12000	no
7	Dell	11000	no
8	E&M	6000	yes
9	Compaq	8000	yes

	A	B	C
1	IT Budget		
2			
3	Max allowable	10000	
4			
5	Manufacturer	Cost	
6	HP	12000	=IF(B6<=\$B\$3, "yes", "no")
7	Dell	11000	=IF(B7<=\$B\$3, "yes", "no")
8	E&M	6000	=IF(B8<=\$B\$3, "yes", "no")
9	Compaq	8000	=IF(B9<=\$B\$3, "yes", "no")