

Computerised Accounting Practical

Model # B002

Project No:

Title : **Conditional Formatting**

Question

We had given credit facilities to the following customers to repay the debt before 31/03/2017. The amount of receivables and actual payment date are given below

Name	Amount Receivable	Date of Payment
Kiran	36000	10/01/17
Sukumar	56000	24/02/17
Nasir	28700	05/04/17
Jamal	54200	31/03/17
Shinto	48000	02/04/17

Highlight the payments that made after the due date. Also highlight the receivables which are more than 50000

Procedure

Step-1 : Open a blank worksheet in Libre Office Calc

Step-2 : Enter the table headings in various cells as given below

Cell	Labels
A1	Name
B1	Amount Receivable
C1	Date of Payment

Step-3 : Enter the Names, Amount Receivables and Payment Date of all customers in the range A2:C6 as given in the question.

Step-4 : Select the range C2:C6 to apply conditional formatting.

- Step-5 : Then go to the menu **Format> Conditional Formatting>Condition..**
- Step-6 : Then in the conditional formatting dialogue box under condition1, select 'Cell Value is' in first combo box. In second combo box select 'greater than'. In the next box type the text exactly as given below
Datevalue(“31/03/2017”)
- Step-7 : Then from the combo box given against 'Apply Style' , select 'New Style' (It will be the first item in the combo box)
- Step-8 : Then in the 'Cell Style” dialogue box, select the tab named 'Background', select any light shade colour in the 'Background colour' section and then press OK button. Then press OK button in 'Conditional Formatting' dialogue box
- Step-9 : Select the range B2:B6 to apply conditional formatting for the amounts greater than ₹ 50,000
- Step-10: Then go to the menu **Format> Conditional Formatting>Condition..**
- Step-11: Then in the conditional formatting dialogue box under condition1, select 'Cell Value is' in first combo box. In second combo box select 'greater than'. In the next box type '50000'
- Step-12 Then from the combo box given against 'Apply Style' , select 'New Style'
- Step-13: Then in the 'Cell Style” dialogue box, select the tab named 'Background', select any light shade colour in the 'Background colour' section and then press OK button. Then press OK button in 'Conditional Formatting' dialogue box

Output

	A	B	C
1	Name	Amount Receivable	Date of Payment
2	Kiran	36000	10/01/17
3	Sukumar	56000	24/02/17
4	Nasir	28700	05/04/17
5	Jamal	54200	31/03/17
6	Shinto	48000	02/04/17