

Computerised Accounting Practical

Model # B004

Project No:

Title : **Conditional Formatting (Multiple Condition)**

Question

The following table shows the Scores secured by the students out of 20 in three class tests.

Sl.No	Name	Test 1	Test 2	Test 3
1	A	13	18	15
2	B	18	19	20
3	C	15	15	19
4	D	18	17	16
5	E	20	19	20
6	F	9	9	10

Take the average of these three tests and apply conditional formatting to this column as given below

- If average score is less than 10 that cell should be formatted with Red background and white font colour.
- If average score is greater than 16 that cell should be formatted with Green background and white font colour.

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	Sl.No
B1	Name
C1	Test 1
D1	Test 2
E1	Test 3
F1	Average Score

- Step-3 : Enter all the details given in the question in the range A2:E7
- Step-4 : Enter the following formula in the F2, to calculate the average score and round it to nearest 1.
- =ROUND(AVERAGE(D2:F2),0)**
- Step-5 : Select the cell F2 and copy down the formula upto the cell F7
- Step-6 : Select the range F2:F7 to apply conditional formatting and go to the menu **Format → Conditional Formatting → Condition..**
- Step-7 : Then in the conditional formatting dialogue box under condition1, select 'Cell Value is' in first combo box. In second combo box select 'less than'. In the next box type the number '10'
- Step-8 : Then from the combo box given against 'Apply Style' , select 'New Style'
- Step-9 : Then in the 'Cell Style" dialogue box, select the tab named 'Background', select red colour in the 'Background colour' section, then go to the tab 'Font Effects' and select Font colour as 'White' press OK button.
- Step-10: Then in Conditional Formatting dialogue box, press 'ADD' button to add Condition2
- Step-11: Then under condition2, select 'Cell Value is' in first combo box. In second combo box select 'greater than'. In the next box type '16'
- 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 Green colour in the 'Background colour' section. Then go to the tab 'Font Effects' and select Font colour as 'White' and press OK button.
- Step-14: Then press OK button in 'Conditional Formatting' dialogue box

Output

	A	B	C	D	E	F
1	SI.No	Name	Test 1	Test 2	Test 3	Average Score
2	1	A	13	18	15	15
3	2	B	18	19	20	19
4	3	C	15	15	19	16
5	4	D	18	17	16	17
6	5	E	20	19	20	20
7	6	F	9	9	10	9