

RHP Computer Applications Class

14-3 Conditional Formatting

Name _____



In this assignment, you will review a feature we covered in the first trimester - how to conditionally format cells.

Conditional formatting is a way to format or insert data into your worksheet depending on the value of other cells. For instance, a teacher might use this to assign letter grades to students based on their percentage grade. You will be doing something very similar; the L.A. County Health Department rates each restaurant based on cleanliness and sanitation. This is why you see big letter grades in the windows of anyplace that sells food (although it appears that only the 'A' grades are displayed; restaurants that receive B's or C's rarely display their grade (even though they're supposed to)).

The county has a web site that will tell you the current score of any restaurant in L.A. country (does not include Pasadena).

The site this information is found is [Environmental Health Establishment Ratings](#).

The first step in this assignment is to find 10 restaurants that you have visited recently (if you don't go out to eat, just pick 10 you've heard of). All the fast food places (like In 'n Out, etc) are also listed. I recommend you search by City, and pick your restaurant from the list; if you search by restaurant name, it is hard to match. Look up their scores and record.

Enter this data in an Excel worksheet with the restaurant's name and score (using columns A and B).

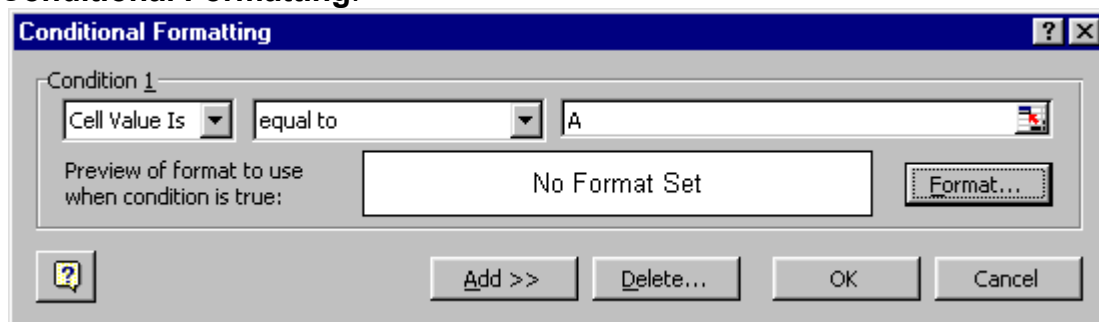
In column C, enter the formula to assign each restaurant a letter grade. NOTE: Substitute XX in the formula for the cell that contains the score for the restaurant.

=IF(XX>=95,"A",IF(XX>=90,"A",IF(XX>=88,"B+",IF(XX>=84,"B",IF(XX>=80,"C+",IF(XX>=75,"C+",IF(XX>=70,"C",""))))))

If you entered the formula correctly, a letter should appear in the cell. This is the restaurant's grade.

You can also format a cell based on its contents. Select one of the cells that contain the letter grade. Pull down the **Format** menu and choose

Conditional Formatting.



Under condition 1, it should read **Cell Value Is, equal to**, and type in the letter **A**. Click on the Format button, click on patterns and choose a blue color and a pattern of your choice. Click on OK, and then choose **Add>>**. Enter the same values as the condition above, except type in **B**. Choose red for the

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formatting and different pattern. Again, click on Add>> and for enter C and the color yellow.

The cell color and pattern should now change depending on the grade. Copy this formula down to the rest of the restaurants.

Next, sort your data by descending grade (use the number, not the letter).

Now it's time to chart your data. Use a column chart, make sure the restaurants are labeled on the bottom (x-axis). Because you are only charting one series, you do not need a legend. Make sure a proper title is on top of your chart.

Save the worksheet and email it to me with the subject **Compapp 14-3 lastname**.