
Computerised Accounting Practical Model

Question, Procedure and Output

Title : Spreadsheet – Conditional Formatting

Question

XYZ Ltd provides Travelling Allowance to their employees. But the total of Travelling Expenses should not exceed ₹ 200. Following is the list of Ticket fare and incidental charges incurred by the employees for a day. Find the total Travelling Expense and highlight the travelling expense column of those employees, who spent more than ₹ 200.

Employee	Ticket Fare	Incidental Charges
P	156.25	12.6
Q	193	14.35
R	148.5	20
S	79.15	12.45
T	188.5	16.85

Procedure

- Step-1 : Open a blank worksheet in excel
Step-2 : Enter the table headings in different cells as given below

Cell	Value
A1	Employee
B1	Ticket Fare
C1	Incidental Charges
D1	Total Travelling Expense

- Step-3 : Enter Employee Names in the range A2:A6
Step-4 : Select the range B2:D6, right click on the selection and click on Format Cells. In Number Tab select Number as the cell format and set '2' against Decimal Places
Step-5 : Enter amounts of Ticket Fares in the range B2:B6
Step-6 : Enter amounts of Incidental Charges in the range C2:C6
Step-7 : In cell D2 enter the formula **=Sum(B2:C2)** and copy this formula down to the remaining rows by dragging the fill handle.
Step-8 : Select the range **D2:D6** and in Home tab click on **Conditional Formatting → Highlight Cells Rule → Greater Than ...**

Step-9 : In **Formal Cells that are Greater Than** box enter 200. Then select an appropriate highlight option and click OK Button.

Output

	A	B	C	D
1	Employee	Ticket Fare	Incidental Charges	Total Travelling Expense
2	P	156.25	12.60	168.85
3	Q	193.00	14.35	207.35
4	R	148.50	20.00	168.50
5	S	79.15	12.45	91.60
6	T	188.50	16.85	205.35