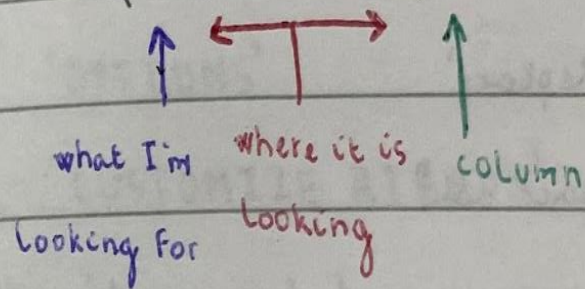


## Choosing from a drop down list

- highlight cells G7:G10
- select 'data' ribbon and choose 'data validation'
- under settings, allow 'list'
- click in the 'source' box first, then click in A2 and drag to A13
- click 'ok'

## VLOOKUP

= VLOOKUP (G7, A2:D12, 2, FALSE)



## Conditional Formatting

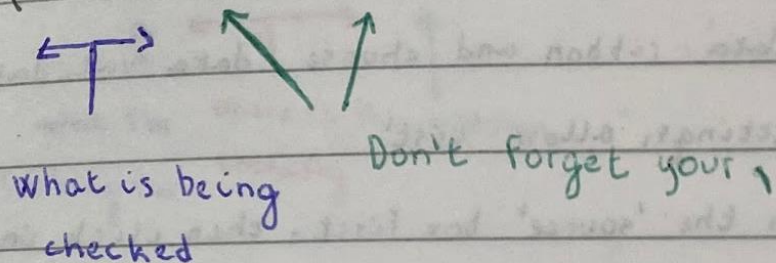
- highlight information
- 'home' ribbon
- 'conditional formatting'
- select
  - \* colour
  - \* data bars
  - \* icons

## Specific conditional formatting

- highlight information
- conditional formatting + 'new rule'
- "format only cells that contain"
- "specific text" containing "good"
- 'format' to select colour option

## IF STATEMENTS

True False  
= IF (J7 > 450, "Good", "Bad")



## Drop down list

- ① highlight information.
- ② click 'data' ribbon
- ③ under setting, allow list.
- ④ in source either add options or highlight.
- ⑤ click 'ok'.

=VLOOKUP (G7; A2:B13; 2; false).

**what it is looking for.**

**where it's looking for.**

**which column has information you need?**