

**Course
&
Test Series**

Self-Made Assignment - MS Excel

Setting Font Style and Background Color to Cells in MS Excel

Make this Dataset given below.

	A	B	C	D
1	Employee Name	Department	Salary (₹)	Location
2	Aman Verma	HR	45,000	Mumbai
3	Priya Sharma	IT	75,000	Delhi
4	Rohit Mehta	Finance	55,000	Bangalore
5	Sneha Kapoor	Marketing	48,000	Chennai
6	Aditya Singh	Sales	50,000	Kolkata
7	Neha Gupta	HR	42,000	Hyderabad
8	Rohan Das	IT	90,000	Pune
9	Kiran Joshi	Finance	60,000	Jaipur
10	Tanvi Malhotra	Marketing	38,000	Lucknow
11	Arjun Nair	Sales	52,000	Indore
12	Kavita Rao	HR	41,000	Bhopal
13	Sahil Kumar	IT	78,000	Patna
14	Meera Iyer	Finance	58,000	Nagpur
15	Dev Sharma	Marketing	47,000	Visakhapatnam
16	Pooja Reddy	Sales	53,000	Chandigarh
17	Vikram Tiwari	HR	44,000	Coimbatore
18	Shweta Patil	IT	85,000	Raipur
19	Akash Mishra	Finance	57,000	Thiruvananthapuram
20	Ruchi Bansal	Marketing	49,000	Ranchi
21	Manish Saxena	Sales	51,000	Mysore

Tasks:

- Apply Font Formatting:**
 - Change the font style to **Calibri**.
 - Select the column headers and apply **bold and italic** formatting.
 - Select the "Salary (₹)" column and change the font color to **blue**.
- Apply Background Color:**
 - Select the entire "Department" column and set its background color to **light yellow**.
 - Select each row based on the "Location" column and apply the following background colors:

...many more

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1. **Mumbai, Delhi, Bangalore:** Light Green
2. **Chennai, Kolkata, Hyderabad:** Light Blue
3. **Pune, Jaipur, Lucknow:** Light Orange
4. **Other locations:** Light Gray

3. **Border Formatting:**
 - Apply **borders** into the entire table.

4. **Alignment Adjustments:**
 - Select the "Location" column and center-align the text.
 - Select the "Salary (₹)" column and right-align the numbers.
 - Left-align the "Employee Name" column.



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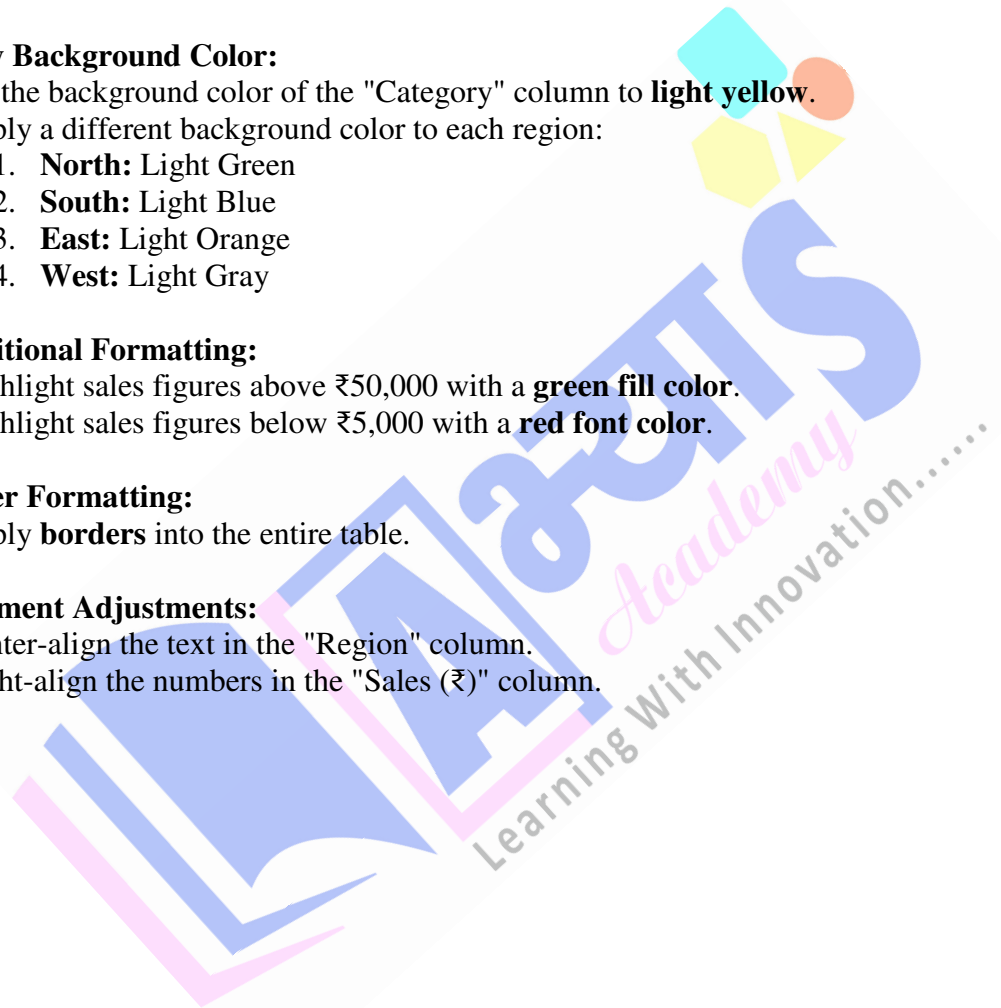
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Tasks:

- Apply Font Formatting:**
 - Set the font style of all text in the table to **Calibri**.
 - Make the column headers **bold and italic**.
 - Change the font color of the "Sales (₹)" column to **blue**.
- Apply Background Color:**
 - Set the background color of the "Category" column to **light yellow**.
 - Apply a different background color to each region:
 - North:** Light Green
 - South:** Light Blue
 - East:** Light Orange
 - West:** Light Gray
- Conditional Formatting:**
 - Highlight sales figures above ₹50,000 with a **green fill color**.
 - Highlight sales figures below ₹5,000 with a **red font color**.
- Border Formatting:**
 - Apply **borders** into the entire table.
- Alignment Adjustments:**
 - Center-align the text in the "Region" column.
 - Right-align the numbers in the "Sales (₹)" column.



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