This exercise will colour code the record for all of those records where salesperson is stored in Column H (the **Job Title** column).
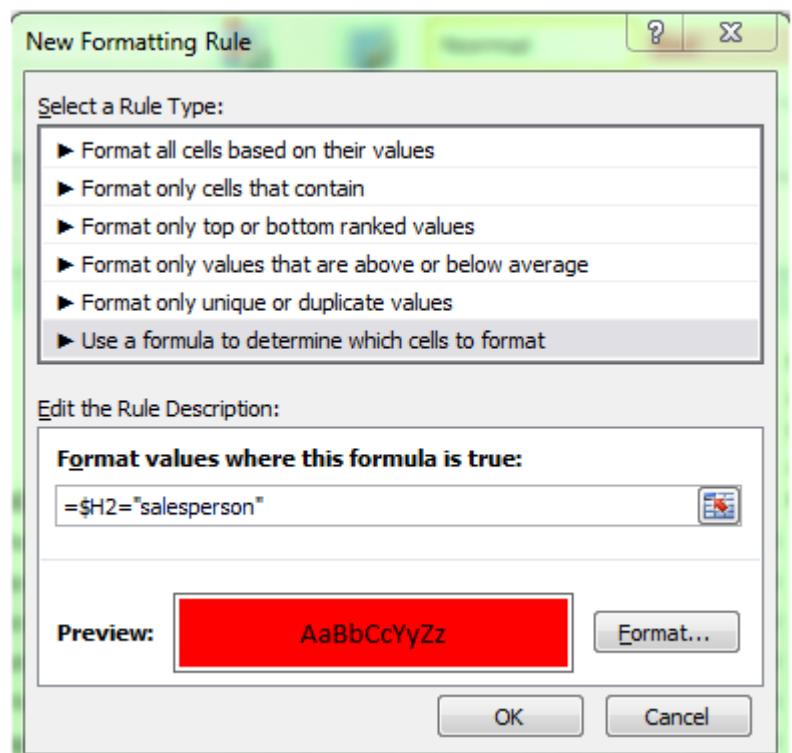
- Select all records in the table (but exclude row 1 where the column headings are stored)
- Select the Conditional Formatting tool
- Select the option to **Use a formula to determine which cells to format**
- Place the cursor in the **Edit rule description** box

Insert the formula

=$H2="salesperson"

Into the window

- Use the **Format** button to format these cells as red
- Click on the **OK** button
- The records for all of those records where the job title is **salesperson** will be coloured in red

☺

If the cursor is moved while placed in this window excel will occasionally insert a silly figure in the formula and the conditional formatting will not work. You may have to edit the formula to correct the error.

If a numeric value is used for the criteria the double quotes will not be needed as these are only needed for cells that contain text