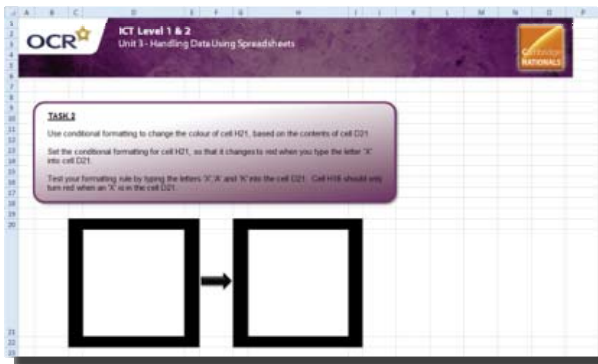


Setting Conditions

Instructions

This instruction sheet should accompany the OCR resource 'Setting Conditions', which supports Cambridge Nationals in ICT Unit 3 – Handling data using spreadsheets

**Associated Files:**

Setting_Conditions
(MS Excel – 450 Kb)

Expected Duration:

Approx. 10 – 20 minutes

Setting Conditions is a spreadsheet containing five tasks, all based around conditional formatting. The five tasks get increasingly complex, allowing students to practice their conditional formatting skills.

Preparation:

The spreadsheet file is self-contained, but includes solutions to each of the tasks which you may wish to delete or hide before students attempt the tasks.

The Activity:

Once they have a basic understanding of conditional formatting students can be left to attempt the five tasks.

Task 1

Students must change the colour of a cell based on its contents

Task 2

Students must change the colour of a cell based on the contents of another cell

Task 3

Students must change the font colour of a cell based on the value being above or below a set level

Task 4

Students must set conditional formatting for a block of cells, using format painter or copy and paste formats. If done correctly a pattern is revealed in the block.

Task 5

Students must set the formatting for three cells so that they operate as traffic lights. Please note that this task utilises a short VBA macro, and so macros must be enabled for this task to work correctly.

LESSON *Elements*

The building blocks you need to construct informative & engaging lessons

To give us feedback on, or ideas about, the OCR resources you have used e-mail resourcesfeedback@ocr.org.uk

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