

Roar Haircutters – the Complex Bits

Make the profit automatically turn red if there's a loss

Do this through conditional formatting.

1. Click on the cell you need to turn red
2. Format > Conditional Formatting
3. Set the options up to say if the cell is less than 0 to turn the formatting red

You can apply up to 3 levels of conditional formatting to each cell.

A suitable automatic message should appear to tell Dave if he made a profit or a loss.

This needs an IF statement.

1. Click in a suitable cell
2. Type: **=IF(D12<0,"You're making a loss","You're making a profit")**

You may need to change the cell reference to something other than D12.

=IF(D12<0	this is the "logical test" – it's either true or it's false. It's the test we're going to apply to the cell
, "You're making a loss"	this is what we want to appear if the logical test is true (in this case the profit is less than 0)
, "You're making a profit")	this is what you want if the logical test is false

The commas mean "THEN" and "OTHERWISE" and are really important.

Get the date to appear automatically

Easy – just type: **=today()** in a cell and the current date appears.

This means it will change tomorrow to be tomorrow's date.

Make sure that Dave can only enter data into the cells he needs to in case Mike, his apprentice, makes a mistake and deletes all the formulas

This involves protecting cells.

- Highlight the cells you want the user to be able to edit.
- Format Cells > Protection Tab > Take the tick off > OK
- Tools > Protection > Protect Sheet > take the first tick in the long list off

This should now work to only allow clicking on the cells you want the user to be able to click on. You'll need to take the protection off again probably: Tools > Protection does that.