

Reordering stock in the Merch Store

Fi needs to make sure that she orders more stock when she needs to. The trouble is that she has so many jobs to do that she sometimes forgets.

There is a clever way that Fi can get the spreadsheet to remind her...

1. Add the heading **Reorder?** in cell **G5**
2. **Click** in cell **G6**
3. Click **Formulas** on the ribbon at the top
4. Click the **Logical** button and choose **IF**

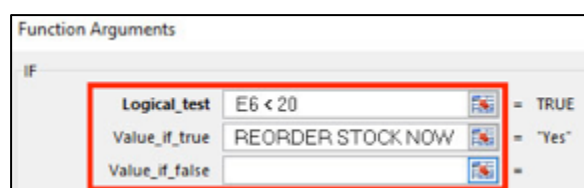
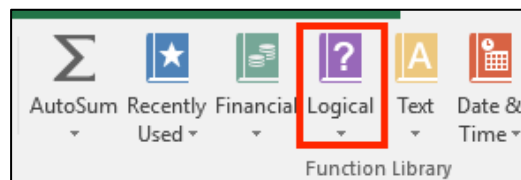
This opens a dialogue box

5. In the **Logical test** box type: **E6 < 20**
 - this means, cell E6 is less than 20
6. In the **Value if true** box type: **REORDER STOCK NOW**
7. In the **Value if false** box type **nothing** (leave it blank)
8. Click **OK**
9. **Copy** the function down the rest of the cells in **column G**

You should find that four of the cells say **REORDER STOCK NOW**

Testing this:

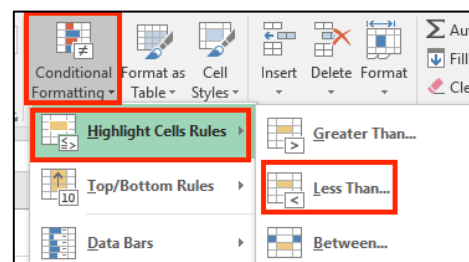
- a) click in cell D6 and change the value to 11
- b) the REORDER message should disappear



Using Conditional Formatting

Another way to do something similar is to use Conditional Formatting. This changes the colour of cells

1. Highlight cells **E6 to E11**
2. Click **Home > Conditional Formatting > Highlight Cells Rules > Less Than**
3. Type **20** in the box and click **OK**



All the items with less than 20 in stock should change colour. Test it again to check that it works.