

## Project Due

You work for a wholesale party supply store. Open the data file Due.xlsx. This workbook lists the names of Customers, how much they have paid, and how much they still owe.

### Step one:

In action column use **vlookup** to automatically define the required based on amount past due column action as follows:

Value of due amount	Action
0	No action
Less than or equal to 300	Call
Between 301 and 500	Warning letter
More than 500	Legal action

### Step two:

**Based on the actions from step one format as follows**

Action	Conditional format
No action	None
Call	Highlight with yellow
Warning letter	Highlight with light blue
Legal action	Highlight with red