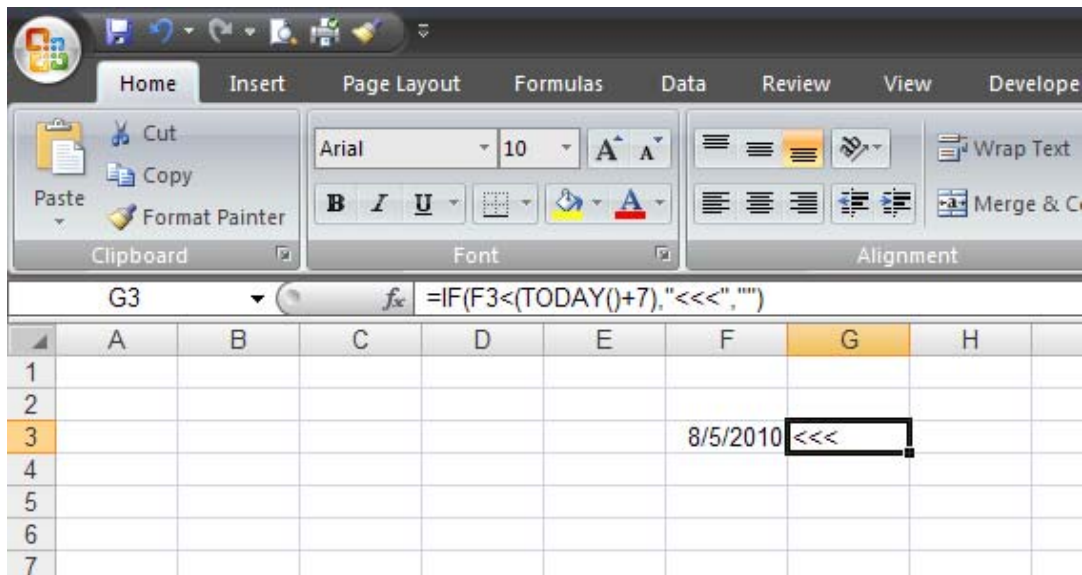


Track Due Dates

Here are a couple techniques you can use to show an alert if the due date for a particular report or project is approaching.

The first technique is to simply add an additional column to be used for the alert. If your due date is in column F, you can place the following formula in column G:

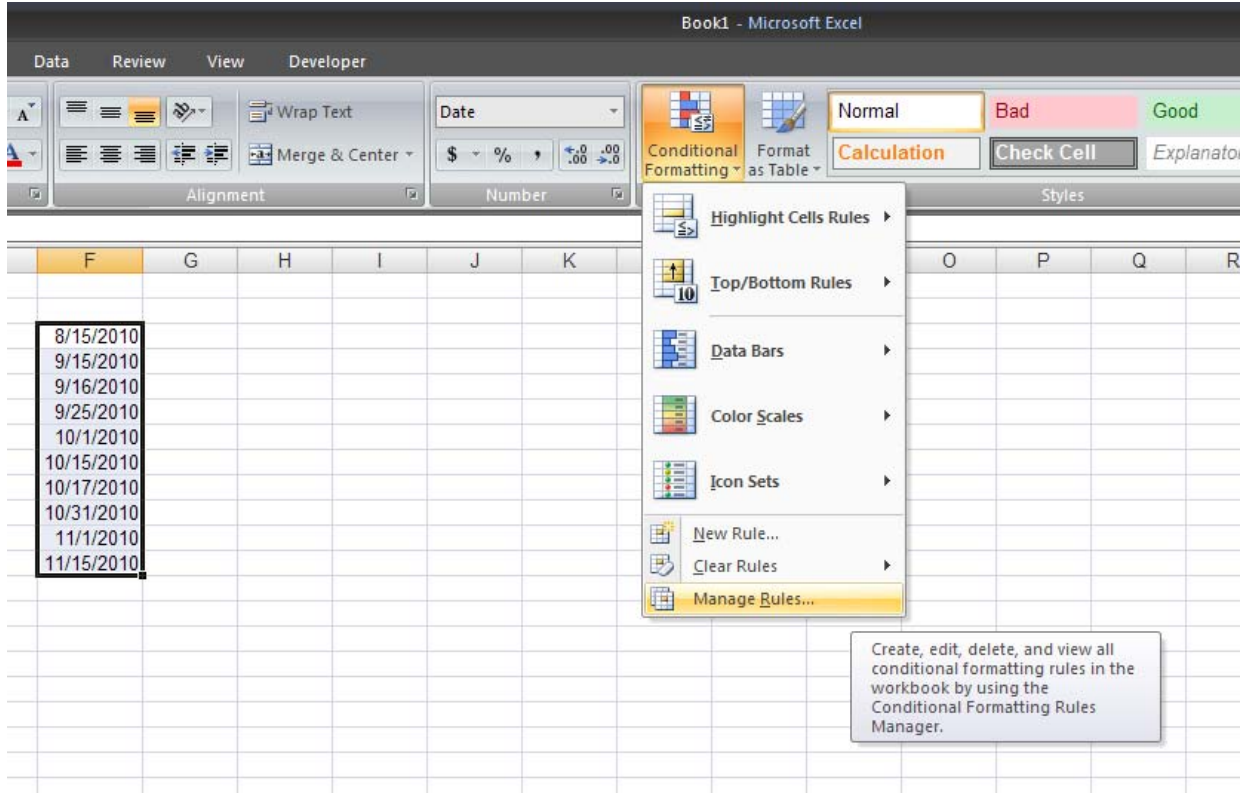
```
=IF(F3<(TODAY()+7),"<<<","")
```



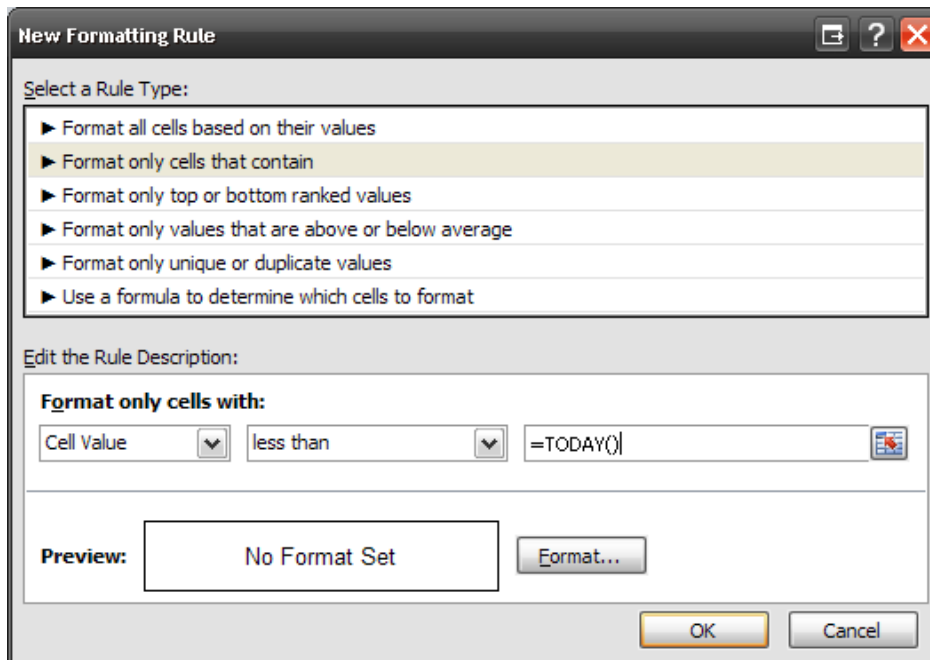
This formula checks to see if the date in cell F3 is earlier than a week from today. If it is, then the formula displays "<<<" in the cell. This formula alerts you to any date that has either past or is within the next week.

Another technique is to use the conditional formatting capabilities of Excel. The following steps will demonstrate these capabilities:

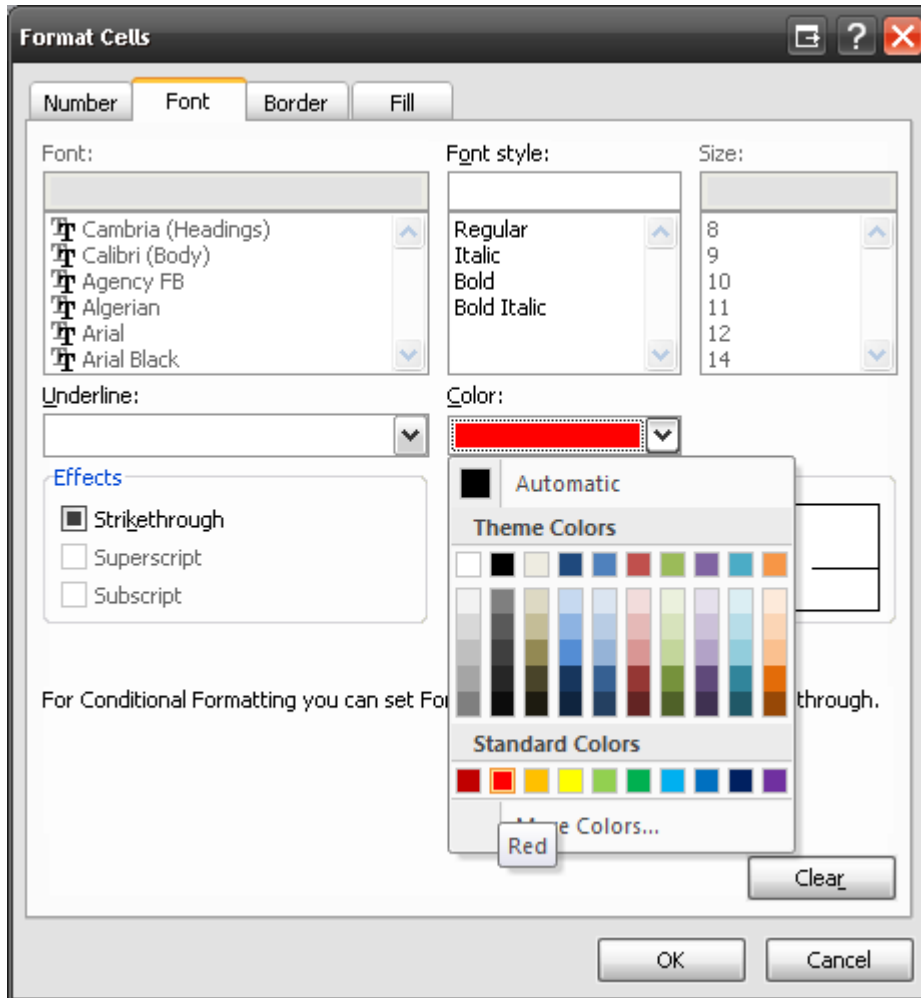
1. Select the cells that contain the document due dates.
2. On the ribbon and Home tab, click the Conditional Formatting option in the Styles group. On the resulting submenu, click Manage Rules. This will display the Conditional Formatting Rules Manager dialog box.



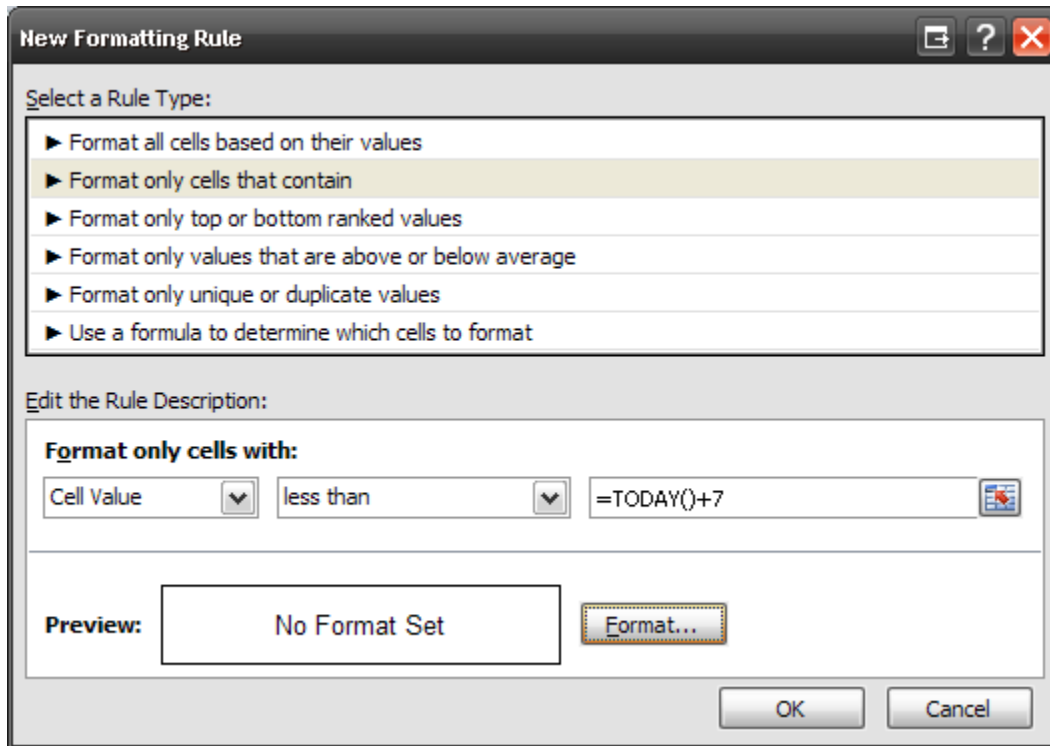
3. Click the New Rule button to display the New Formatting Rule dialog box. In the Select a Rule Type list, choose Format Only Cells That Contain. Make sure the first drop-down list in the Edit the Rule Description area is "Cell Value." Make sure the second drop-down list is "Less Than." In the formula area, enter =TODAY()



4. Click the Format button. Excel displays the Format Cells dialog box.
5. Using the Color drop-down list, choose the color red.

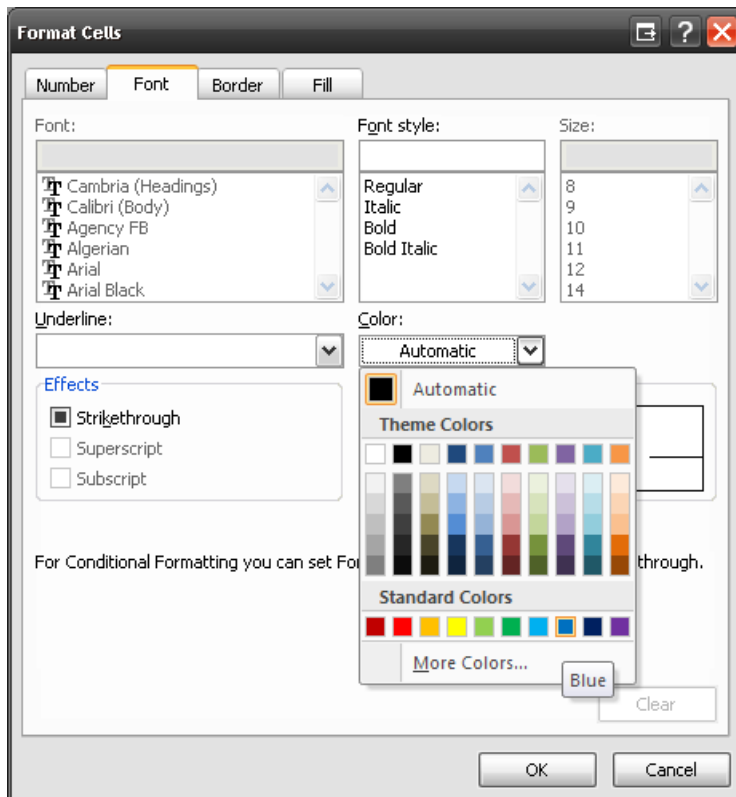


6. Click OK to close the Format Cells dialog box.
7. Click OK.
8. Click the New Rule button. Excel displays the New Formatting Rule dialog box.
9. In the Select a Rule Type List, choose Format Only Cells That Contain. Make sure the first drop-down list in the Edit the Rule Description area is "Cell Value". Make sure the second drop-down list is "Less Than". In the formula area, enter =TODAY()+7"

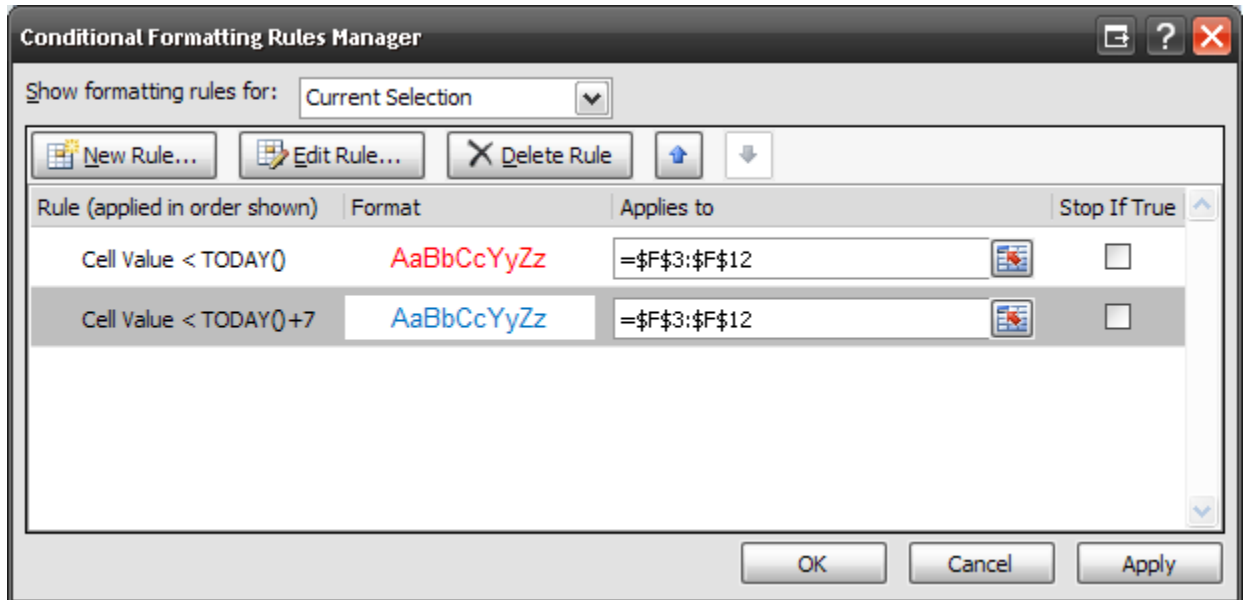


10. Click the Format button. Excel displays the Format Cells dialog box.

11. Using the Color drop-down list, choose the color blue.



12. Click OK to close the Format Cells dialog box.
13. Click OK. The Conditional Formatting Rules Manager dialog box reappears with the new condition in it.
14. Click the Move Down arrow. This moves the last condition you defined so it is in the order needed.



15. Click OK to close the Conditional Formatting dialog box.

This is a two-ruled format, so you end up with two levels of alert. If the due date has already past, then it shows up as red. If the due date is today or within the next seven days, then it shows up in blue.