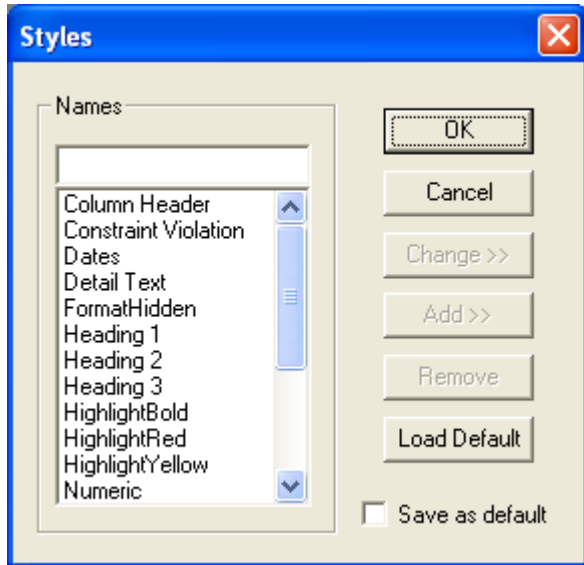


## Lesson 6 - Row Formatting

The **.RowFormat** SmartSheet command allows you to apply any conditional formatting desired to generated rows which appear when you *expand* your SmartSheet. The formats that you will be working with are generated by the Styles that are a part of the Financial Reporter. From the menu, select **Format | Styles . . .** and the following window will appear:

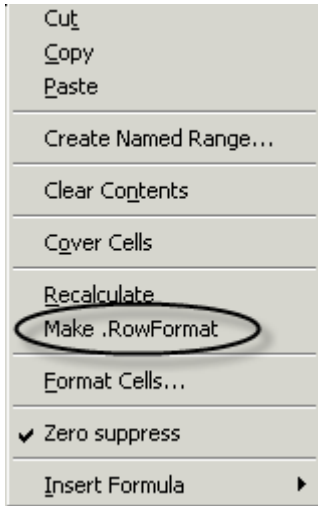


This listing provides the Styles that are built into the Adagio Financial Reporter. Each Style can be modified to suit your own preference. You can also delete an existing Style or create your own. If changes have been made, and you want to reset the Styles to the original default, click the “**Load Default**” button.

## Exercise 6.1

Using the statement that is in your spreadsheet window, we are going to create a Row Format that will highlight rows if certain conditions are met.

Step 1: While in the **Collapsed** mode, right-click in cell **G1** and select **Make.RowFormat**:



Step 2: In cell **G10**, enter the following formula: **=IF(F10=0,"HighlightRed"," ")**

This formula states that if the value in cell F10 = 0, then highlight the row in Red. If not 0, then do nothing.

Step 4: Copy the contents of cell **G10** to **G13**, **G16**, **G18**, **G20** and **G22**.

Step 5: Expand the Smartsheet. The Smartsheet should include all rows where the values in Column F are 0.

	A	B	C	D	E	F	G
1	.SmartSheet		<b>Electronics World Inc.</b>				.Rowf
2	.AutoUpdate		<b>Income Statement</b>				
3			<b>As of May 31, 2002</b>				
4							
5			<b>Consolidated Departments</b>				
6							
26	** Generate	5100- 100	Cost Of Sales - Software	4,434.98	10,848.84	40.88%	
27	** Generate	5100- 200	Cost Of Sales - Software	1,919.58	2,908.92	65.99%	
29			<b>Cost of Sales total</b>	<b>\$13,933.28</b>	<b>\$56,376.69</b>		
30			<b>Operating Costs</b>				
32	** Generate	6100- 100	Accounting fees	500.00	2,267.00	22.06%	
35	** Generate	6120- 100	Advertising	1,967.25	6,153.72	31.97%	
36	** Generate	6120- 200	Advertising	315.60	1,315.60	23.99%	
41	** Generate	6200- 100	Bank fees	327.48	327.48	100.00%	
42	** Generate	6200- 20	Bank fees	0.00	63.12	0.00%	Highli
44	** Generate	6260- 100	Communications	605.43	1,308.60	46.27%	
45	** Generate	6260- 200	Communications	1,211.76	2,012.47	60.21%	
47	** Generate	6300- 100	Computer expenses	522.68	4,016.65	13.01%	
48	** Generate	6300- 200	Computer expenses	45.75	1,156.76	3.96%	
51	** Generate	6320- 100	Salaries + Wages	7,907.50	20,090.50	39.36%	
52	** Generate	6320- 200	Salaries + Wages	5,623.80	14,253.80	39.45%	
53	** Generate	6320- 300	Salaries + Wages	2,380.00	2,380.00	100.00%	
57	** Generate	6400- 100	Depreciation expense	350.00	350.00	100.00%	
60	** Generate	6420- 100	Dealership Fees	300.00	300.00	100.00%	
63	** Generate	6450- 100	Dues and subscriptions	1,897.80	3,108.80	61.05%	
64	** Generate	6450- 20	Dues and subscriptions	0.00	55.85	0.00%	Highli
66	** Generate	6470- 10	Insurance - Health	0.00	5,869.43	0.00%	Highli
78	** Generate	6600- 100	Miscellaneous expense	105.20	105.20	100.00%	
81	** Generate	6660- 10	Payroll Taxes	0.00	1,468.51	0.00%	Highli
84	** Generate	6675- 100	Office Expense	799.87	1,454.71	54.98%	
85	** Generate	6675- 200	Office Expense	194.61	991.16	19.63%	

Step 6: Collapse the Smartsheet.