

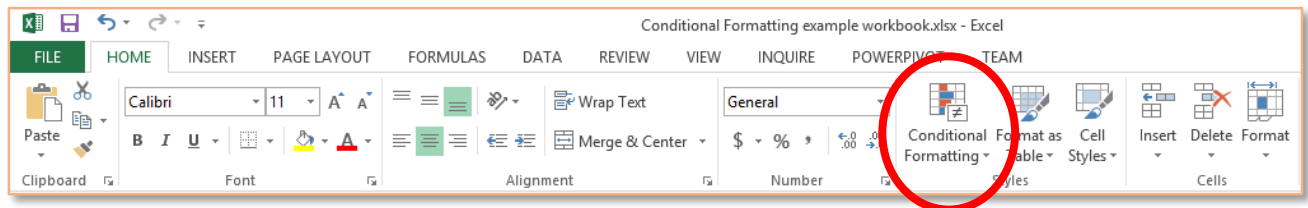
Conditional Formatting in Microsoft Excel

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Conditional formatting is a way of automatically formatting cells that meet certain criteria, which can add visual emphasis to different aspects of a data range. You can use conditional formatting to highlight the highest or lowest numbers in a range, to show repeated values, to compare different values to each other, and more.



The Key to Conditional Formatting

No matter what kind of conditional formatting rule you're trying to use, you will always go through these 3 basic steps:

Step 1	Select cell range
Step 2	Specify the parameters (the condition)
Step 3	Choose the formatting

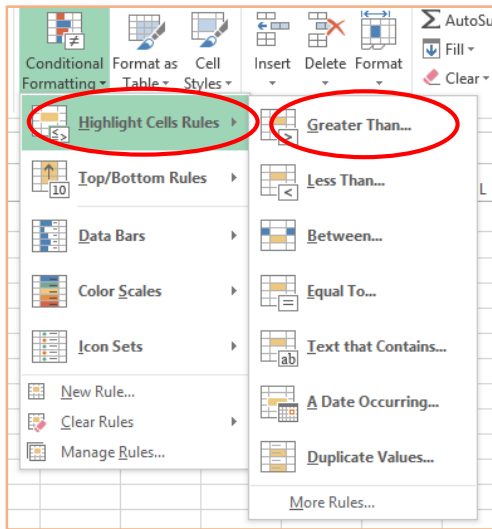
Example: Highlighting

For example, let's say that you have the following spreadsheet and want to make the data more visually interesting.

	A	B	C	D	E
1	Technician ID	Number of Jobs	Average cost per job	Overdue jobs	Satisfaction Rating
2	1	31	\$501.00	1	90%
3	2	24	\$485.50	4	88%
4	3	25	\$473.31	0	82%
5	4	38	\$548.28	1	100%
6	5	31	\$505.12	0	92%
7	6	29	\$521.96	5	93%
8	7	41	\$499.99	3	89%
9	8	32	\$532.47	0	97%
10	9	26	\$529.10	2	96%
11	10	33	\$462.50	1	74%
12					

STEP 1 is to select the desired range. In this example, we want to apply conditional formatting to the "Number of Jobs" column.

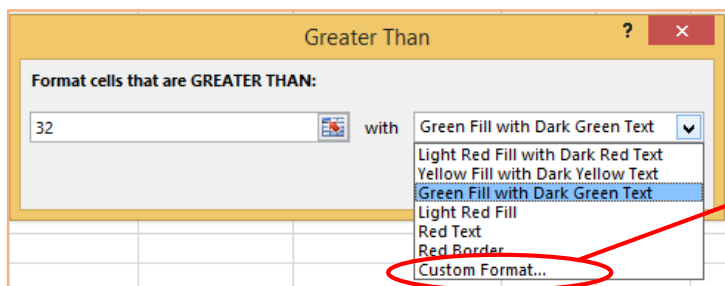
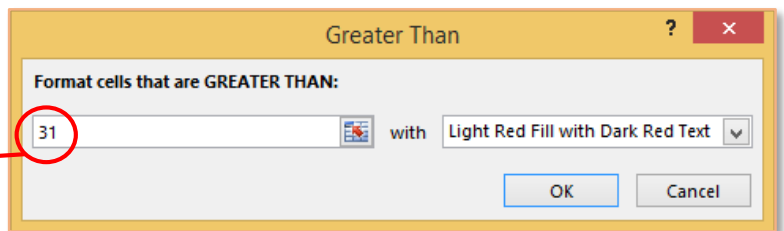
	A	B	C	D	E
1	Technician ID	Number of Jobs	Average cost per job	Overdue jobs	Satisfaction Rating
2	1	31	\$501.00	1	90%
3	2	24	\$485.50	4	88%
4	3	25	\$473.31	0	82%
5	4	38	\$548.28	1	100%
6	5	31	\$505.12	0	92%
7	6	29	\$521.96	5	93%
8	7	41	\$499.99	3	89%
9	8	32	\$532.47	0	97%
10	9	26	\$529.10	2	96%
11	10	33	\$462.50	1	74%
12					



STEP 2 is to specify the parameters or conditions. In other words, how does Excel know which cells should be formatted?

If you want to highlight cells above a certain number, for instance, you can select Conditional Formatting → Highlight Cells Rules → Greater Than.

In the dialog box, you can complete **STEP 2** by inserting a number. Inserting 31 in this case means that the formatting will only apply to cells containing numbers greater than 31.



Finally, **STEP 3** is to specify the formatting. The dialog box provides some options, but you can also click on "Custom Format" to specify your own font, color, fill, and border options.

Notice that after you select OK, whatever formatting you chose in **STEP 3** will apply only to the cells that meet the conditions set in **STEP 2**: in this case, everything above 31 is colored green.

	A	B	C
1	Technician ID	Number of Jobs	Average cost per job
2	1	31	\$501.00
3	2	24	\$485.50
4	3	25	\$473.31
5	4	38	\$548.28
6	5	31	\$505.12
7	6	29	\$521.96
8	7	41	\$499.99
9	8	32	\$532.47
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Creating Rules

In addition to choosing from the menu of pre-made conditional formatting options, you can also create your own rules. This is especially useful if you want to format one data range based on a different data range.

Example: If Statements

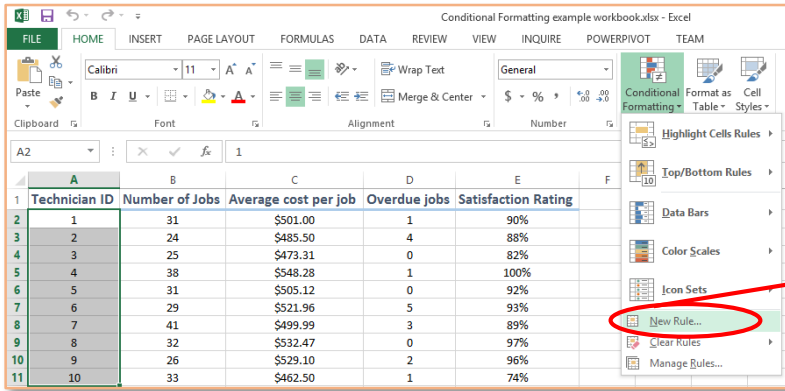
Let's suppose that you wanted to highlight the technicians who had a high satisfaction rating.

	A	B	C	D	E
1	Technician ID	Number of Jobs	Average cost per job	Overdue jobs	Satisfaction Rating
2	1	31	\$501.00	1	90%
3	2	24	\$485.50	4	88%
4	3	25	\$473.31	0	82%
5	4	38	\$548.28	1	100%
6	5	31	\$505.12	0	92%
7	6	29	\$521.96	5	93%
8	7	41	\$499.99	3	89%
9	8	32	\$532.47	0	97%
10	9	26	\$529.10	2	96%
11	10	33	\$462.50	1	74%
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In that case, you are basing the formatting in column A (technicians) on the data in column E (satisfaction rating).

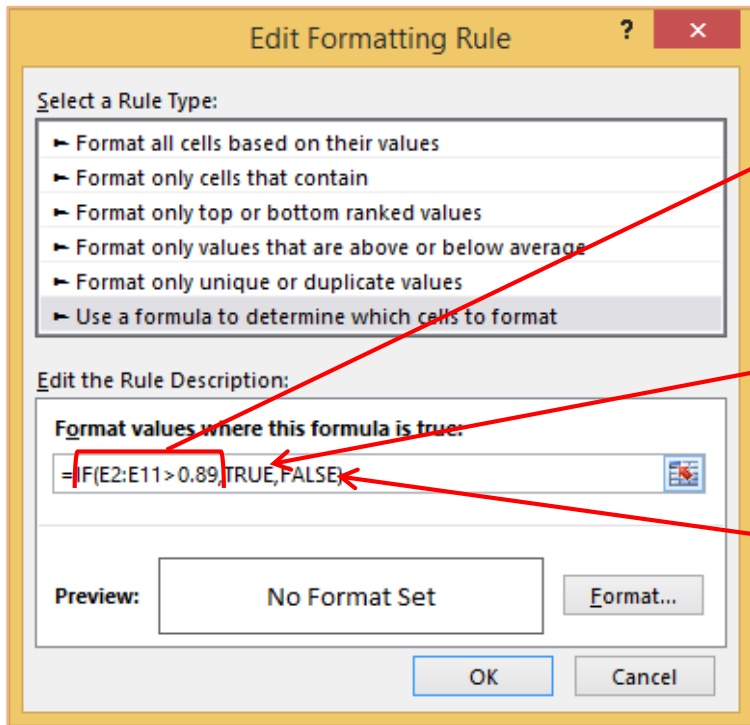
STEP 1, again, is to select the data range that you want formatted.

	A	B	C	D	E
1	Technician ID	Number of Jobs	Average cost per job	Overdue jobs	Satisfaction Rating
2	1	31	\$501.00	1	90%
3	2	24	\$485.50	4	88%
4	3	25	\$473.31	0	82%
5	4	38	\$548.28	1	100%
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Then, **STEP 2** is to specify the parameters. This is where you begin making a new rule: Conditional Formatting → New Rule.

Choose the bottom option (“Use a formula to determine which cells to format”) and enter an *if formula*. You’re basically telling Excel, “If cells from range X have a particular value, then the cells in range Y should be formatted in such-and-such way.”



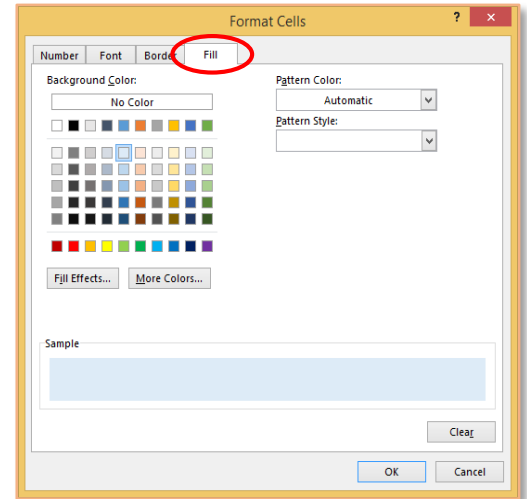
Components of the *if formula*:

1. The condition. E2:E11 is Satisfaction Ratings. You are telling Excel to apply formatting *if* those cells are above .89, or 89%.
2. “True.” This means that the formatting will apply if the condition is met.
3. “False.” This means that the formatting will not apply if the condition is not met.

Finally, in **STEP 3** you choose the formatting by clicking "Format" and making whatever changes you desire.

You can color the cell, for instance, by selecting the "Fill" tab and choosing a color.

After you've finished **STEP 3** and clicked OK, you'll see that the formatting is applied only to those cells that meet the specified conditions.

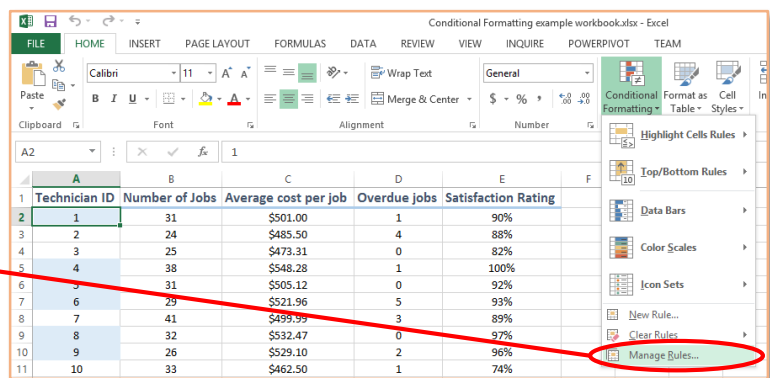


In this case, all of the highlighted Technician IDs correspond to Satisfaction Ratings above 89%.

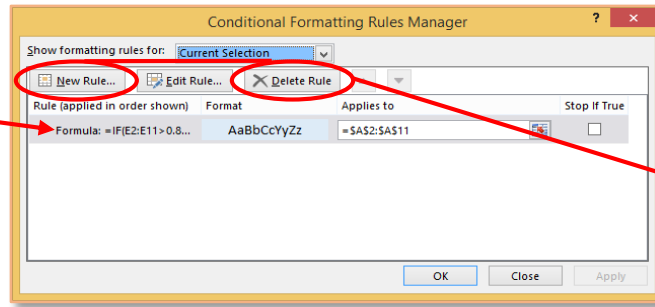
A	B	C	D	E
Technician ID	Number of Jobs	Average cost per job	Overdue jobs	Satisfaction Rating
1	31	\$501.00	1	90%
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6	29	\$521.96	5	93%
7	41	\$499.99	3	89%
8	32	\$532.47	0	97%
9	26	\$529.10	2	96%
10	33	\$462.50	1	74%

Editing and Deleting Rules

To modify conditional formatting rules, select Conditional Formatting → Manage Rules.



From here you can double click on the appropriate rule to change the settings, or click on Edit Rule.



Notice that from this dialog box you can also create a new rule or delete a rule.

If you want to remove *all* conditional formatting rules from an entire worksheet, you can select Conditional Formatting → Clear Rules → Clear Rules from Entire Sheet.

