

Excel Conditional Formatting

- * Highlight cells greater than a given value
- * Highlight the cell with the greatest value
- * Display a data bar in a value cell
- * Highlight cells with colour scales based on their values
- * Add an indicator icon to a value cell
- * <u>Custom rules</u>

Highlight Cells Rules

Greater Than		
Less Than	Quickly find values that meet a specified criterion within a rang	e of cells.
Equal To	Select the criterion you want to apply to your range. This will bring up a dialog box. You are able to specify the values	Jackson
Iext that Contains	for your criterion, as well as the formatting you want to see	\$65.00
	Format cells that are GREATER THAN:	\$235.00
A Date Occurring	200 EEE with Light Dad Ell with Dad Taxt	\$0.00
Duplicate Values		\$500.00
More Pules	Green Fill with Dark Green Text	\$65.00
More Rules	Values for Red Text Red Border	\$0.00
if the criterion is me	t. Criterion	\$0.00
	Formatting	\$50.25
	options	\$6.00
		\$35.97

Top/Bottom Rules

Top 10 Home	Find the hig	hest and lowest values in a range based on a	\$65.00			
<u>10</u> <u>10</u> 10 rems	specified nu	ecified number. (Top 1top 10bottom 1bottom 10)				
Тор 10 %			\$0.00			
Bottom 10 Items		Top 10 Items	\$500.00			
		Format cells that rank in the TOP:	\$65.00			
Bottom 10 %		ecified number. (Top 1top 10bottom 1bottom 10)	\$0.00			
Above Average			\$0.00			
	Specified		\$50.25			
Below Average	number		\$6.00			
More Rules		-	\$35.97			

Data Bars

Gradie	Gradient Fill				
Solid I	Fill				
More Rules					

View the value of a cell relative to other cells.
Once you have made your selection, the data bars are instantly added.

\$65.00
\$235.00
\$0.00
\$500.00
\$65.00
\$0.00
\$0.00
\$50.25
\$6.00
\$35.97

More Rules				

Colour Scales

Visually represent data distribution and variation.

Once you have made your selection, the colour scales are instantly added. Colour scales look better with sorted data.

\$65.00
\$235.00
\$0.00
\$500.00
\$65.00
\$0.00
\$0.00
\$50.25
\$6.00
\$35.97

Icon Sets

Directional					
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1 → 🖌 🗣					
Shapes					
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● △ ♦					
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Indicators					
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Ratings					
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$\bullet \bullet \bullet \bullet \bullet \circ$	160. 180. 180. 180. 180.				
More Rules					

Annotate and classify data into 3 or 5 categories, represented by an icon.

By default, the Icons are set up so the top 30% is green, the middle 30% is yellow and the bottom 30% is red. To be more specific about criteria you want you need to select **More Rules**. (Located at the bottom of every conditional formatting drop down.)

\$235.00
— ·
\$0.00
\$500.00
\$65.00
\$0.00
\$0.00
\$50.25
6.00
\$35.97

New Rule...

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New Rule

Located at the bottom of the Conditional Formatting drop down, New Rule allows you to control all the criteria of your formatting.



Use a formula to

determine which cells to format

You can format a cell or range of cells on another cell or range of cells by selecting **Use a formula to determine which cells to format**.

The below example, will format the range A5:A14 gold, if the range B5:B14 is greater than or equal to £200. It works based on relative referencing. (By default \$ will be added to your formula, you must remove the absolute references if you are basing your criteria on a range.)

		-	
2			Edit Formatting Rule
3		<u>Jackson</u>	
4			Select a Rule Type:
5	Auto Rental	\$65.00	Format all cells based on their values
6	Air Fare	\$235.00	Format only cells that contain
7	Ground Trans.	\$0.00	Format only values that are above or below average
8	Lodging	\$500.00	► Format only unique or duplicate values
9	Food/Meals	\$65.00	► Use a formula to determine which cells to format
10	Parking	\$0.00	Edit the Dule Description
11	Tolls	\$0.00	
12	Tips	\$50.25	Format values where this formula is true:
13	Telephone	\$6.00	=85:814>=200
14	Entertainment	\$35.97	
15			
16	TOTALS:	\$957.22	Preview: AaBbCcYyZzFormat
17			
18			

Manage Rules

To view, edit or delete the Conditional Formatting you have applied, select **Conditional Formatting**, and at the bottom of the drop down select **Manage Rules**.

Conditional Formatting Rules Ma	anager	Where to — search for rules		<u> १</u> ×	2
Show formatting rules for: This V	Vorksheet		_		
Rule (applied in order shown) F	Format Appli	es to	S	Stop If True	^
- Official - 55.5177-200	Adduct yzz -3A	Area rules lis	where will be ted		
		ОК	Close	Apply	-