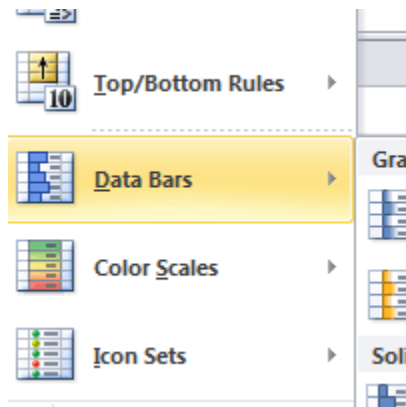




## Lesson16-Conditional Formatting

### Introduction



Imagine you have a spreadsheet with thousands of rows of data. It would be extremely difficult to see patterns and trends just from examining the raw data. Excel gives us several tools that will make this task easier.

One of these tools is called **conditional formatting**. With conditional formatting, you can apply formatting to **one or more cells** based on the value of the cell. You can highlight **interesting** or **unusual** cell values, and visualize the data using formatting such as **colors, icons, and data bars**.

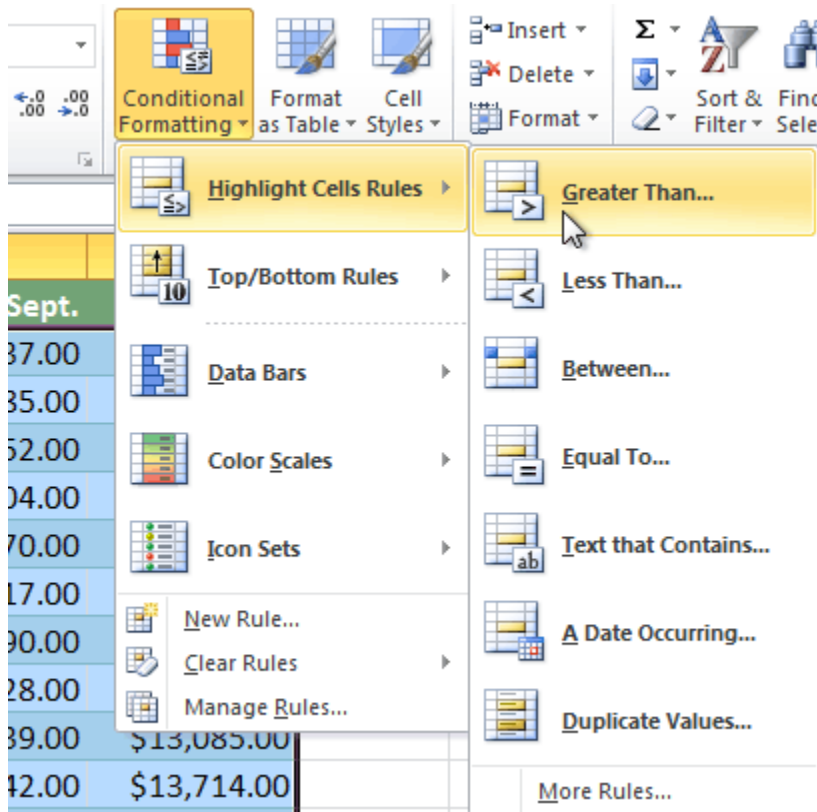
Conditional formatting applies one or more **rules** to any cells that you want. An example of a rule might be "**If the value is greater than 5,000, color the cell yellow.**" By applying this rule to the cells in a worksheet, you'll be able to see at a glance which cells are over 5,000. There are also rules that can mark the **top 10 items**, all cells that are **below the average**, cells that are within a certain **date range**, and many more.

### To Create a Conditional Formatting Rule:

1. Select the **cells** that you want to add the formatting to.
2. In the **Home** tab, click the **Conditional Formatting** command. A drop-down menu will appear.



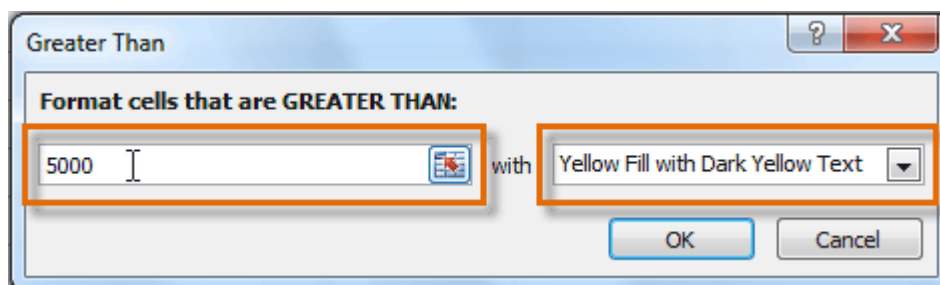
3. Select **Highlight Cells Rules** or **Top/Bottom Rules**. We will choose Highlight Cells Rules for this example. A menu will appear with several **rules**.
4. Select the desired rule (Greater Than, for example).



*Selecting the Greater*

*Than rule*

5. From the dialog box, enter a **value** in the space provided, if applicable. In this example, we want to format cells that are greater than \$5,000, so we'll enter 5000 as our value. If you want, you can enter a **cell reference** instead of a number.
6. Select a formatting style from the drop-down menu.



*Entering a*

*value and formatting style*

7. The formatting will be applied to the selected cells.



\$9,355.00	\$1,100.00	\$10,185.00	\$18,749.00
\$6,702.00	\$2,116.00	\$13,452.00	\$8,046.00
\$4,415.00	\$1,089.00	\$4,404.00	\$20,114.00
\$11,601.00	\$1,122.00	\$3,170.00	\$10,733.00
\$3,726.00	\$1,135.00	\$8,817.00	\$18,524.00
\$9,007.00	\$2,113.00	\$13,090.00	\$13,953.00
\$4,505.00	\$1,024.00	\$3,528.00	\$15,275.00
\$3,973.00	\$1,716.00	\$4,839.00	\$13,085.00

*The formatted cells*

If you want, you can apply more than one rule to your cells.

### Conditional Formatting Presets

Excel has a number of **presets** that you can use to quickly apply conditional formatting to your cells. They are grouped into three categories:

- **Data Bars** are horizontal bars added to each cell, much like a **bar graph**.

\$3,863.00	\$1,117.00	\$8,237.00	\$8,690.00
\$9,355.00	\$1,100.00	\$10,185.00	\$18,749.00
\$6,702.00	\$2,116.00	\$13,452.00	\$8,046.00
\$4,415.00	\$1,089.00	\$4,404.00	\$20,114.00

*Data Bars*

- **Color Scales** change the color of each cell based on its value. Each color scale uses a **two or three color gradient**. For example, in the **Green - Yellow - Red** color scale, the **highest** values are green, **average** values are yellow, and the **lowest** values are red.

\$3,863.00	\$1,117.00	\$8,237.00	\$8,690.00
\$9,355.00	\$1,100.00	\$10,185.00	\$18,749.00
\$6,702.00	\$2,116.00	\$13,452.00	\$8,046.00
\$4,415.00	\$1,089.00	\$4,404.00	\$20,114.00

*Color Scales*

- **Icon Sets** add a specific icon to each cell based on its value.

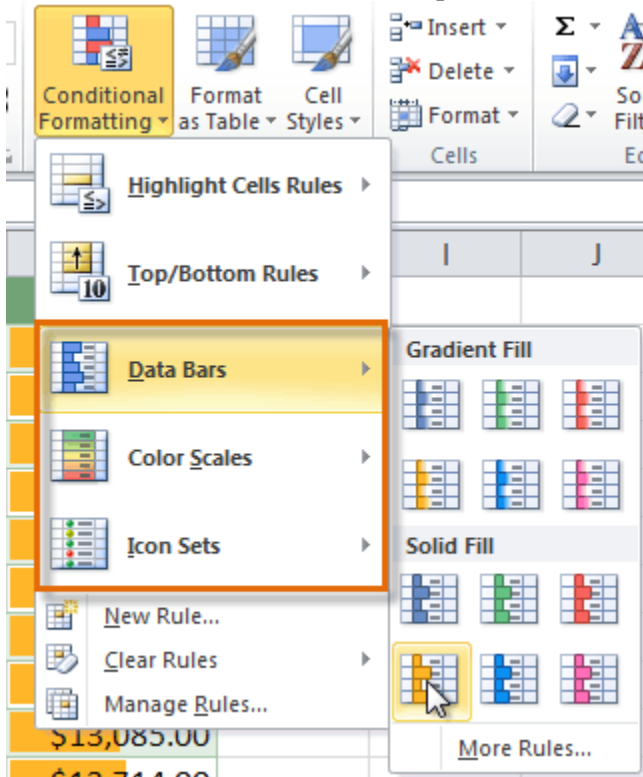
↓ \$3,863.00	↓ \$1,117.00	↘ \$8,237.00	↘ \$8,690.00
↘ \$9,355.00	↓ \$1,100.00	↘ \$10,185.00	↑ \$18,749.00
↘ \$6,702.00	↓ \$2,116.00	↘ \$13,452.00	↘ \$8,046.00
↓ \$4,415.00	↓ \$1,089.00	↓ \$4,404.00	↑ \$20,114.00

*Icon Sets*



### To Use Preset Conditional Formatting:

1. Select the cells you want to add the formatting to.
2. In the **Home** tab, click the **Conditional Formatting** command. A drop-down menu will appear.
3. Select **Data Bars**, **Color Scales** or **Icon Sets** (Data Bars, for example). Then, select the desired preset.



*Selecting a formatting preset*

4. The conditional formatting will be applied to the selected cells.

\$3,863.00	\$1,117.00	\$8,237.00	\$8,690.00
\$9,355.00	\$1,100.00	\$10,185.00	\$18,749.00
\$6,702.00	\$2,116.00	\$13,452.00	\$8,046.00
\$4,415.00	\$1,089.00	\$4,404.00	\$20,114.00

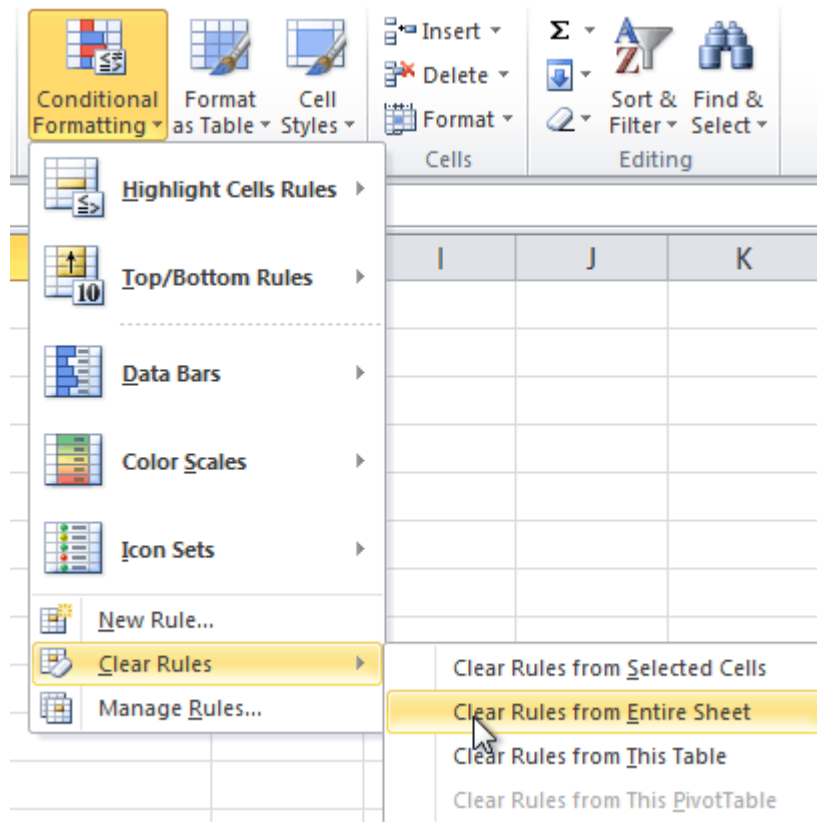
*The finished Data Bars*

### To Remove Conditional Formatting Rules:

1. Select the cells that have conditional formatting.
2. In the **Home** tab, click the **Conditional Formatting** command. A drop-down menu will appear.
3. Select **Clear Rules**.



4. A menu will appear. You can choose to clear rules from the **Selected Cells**, **Entire Sheet**, **This Table**, or **This PivotTable**. In this example, we will clear rules from the entire sheet.



*Clearing Rules*

You can edit or delete **individual** rules by clicking on the **Conditional Formatting** command and selecting **Manage Rules**. This is especially useful if you have applied **multiple** rules to the cells.

### Challenge!

1. Open an **existing Excel workbook**. If you want, you can use this lesson16 file.
2. Apply conditional formatting to a range of cells with **numerical values**. If you are using the example, apply the formatting to all of the sales data.
3. Apply a second conditional formatting rule to the same set of cells.
4. Explore the **Conditional Formatting Rules Manager** dialog box.
5. Clear all conditional formatting rules from the worksheet.