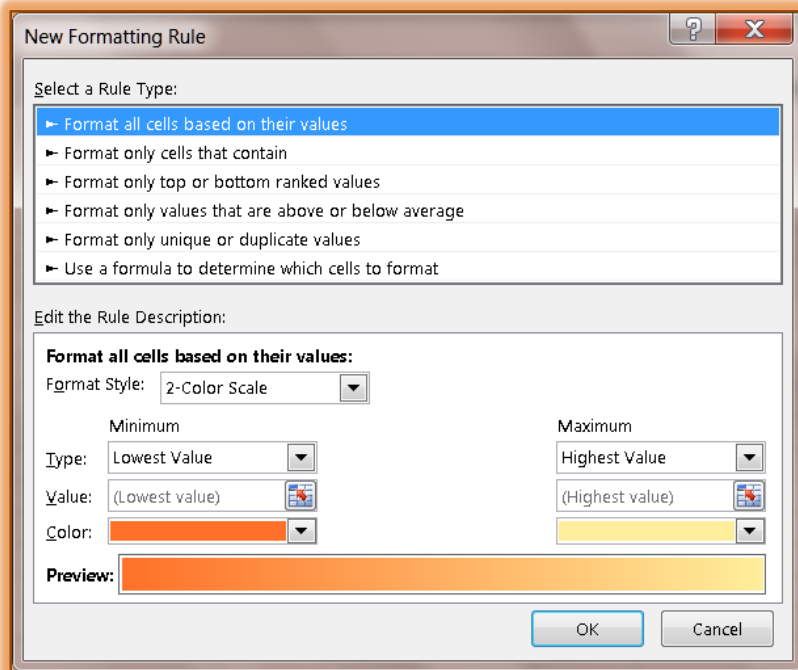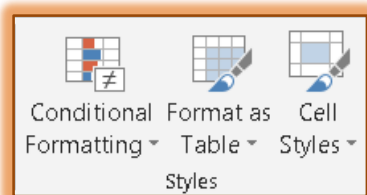# CONDITIONAL FORMATTING

Conditional Formatting is used to apply a specific format to the cells in the database that meet the specified criteria. It is possible to specify conditional formatting for data that meets one criteria or that meets more than one criterion. This document explains the ways to apply this formatting. In Excel the following conditional formatting options are provided.

✳ **Color Scales** – This option is a visual scale that is used to understand data distribution and variation.

✳ **Data Bars** – To see the value of a cell relative to other cells, use this formatting option.

✳ **Icon Sets** – Use this option to annotate and classify data into three to five categories separated by a threshold value. Each icon in the set represents a range of values.

✳ **Top or Bottom Ranked Values** – With this option, it is possible to find the highest and lowest values in a range of cells which is based on a specified cutoff value.

✳ **Above or Below Average Values** – This option is used to find values above or below an average or standard deviation in a range of cells.

✳ **Unique or Duplicate Values** – When working with this option, unique or duplicate values within the selected range are not included in the results of the conditional formatting.

✳ **Table Column Comparison to Determine Cells to Format** – This option is used to compare information in the columns of the worksheet before determining which cells should be formatted.

Apply a Conditional Format

✞ Select the cells that are to be changed.
✞ Click the **Home Tab**.
✞ In the **Styles Group,** click the **Conditional Formatting** button (see illustration below left).
✞ Click the **New Rule** link.
✞ The **New Formatting Rule** dialog box will display (see illustration below right).

✪ There are several options within this dialog box for applying Conditional Formatting

- ✪ Click the desired option under the **Select a Rule Type** list.
- ✪ The bottom portion of the dialog box will change depending on the Rule Type that was selected.

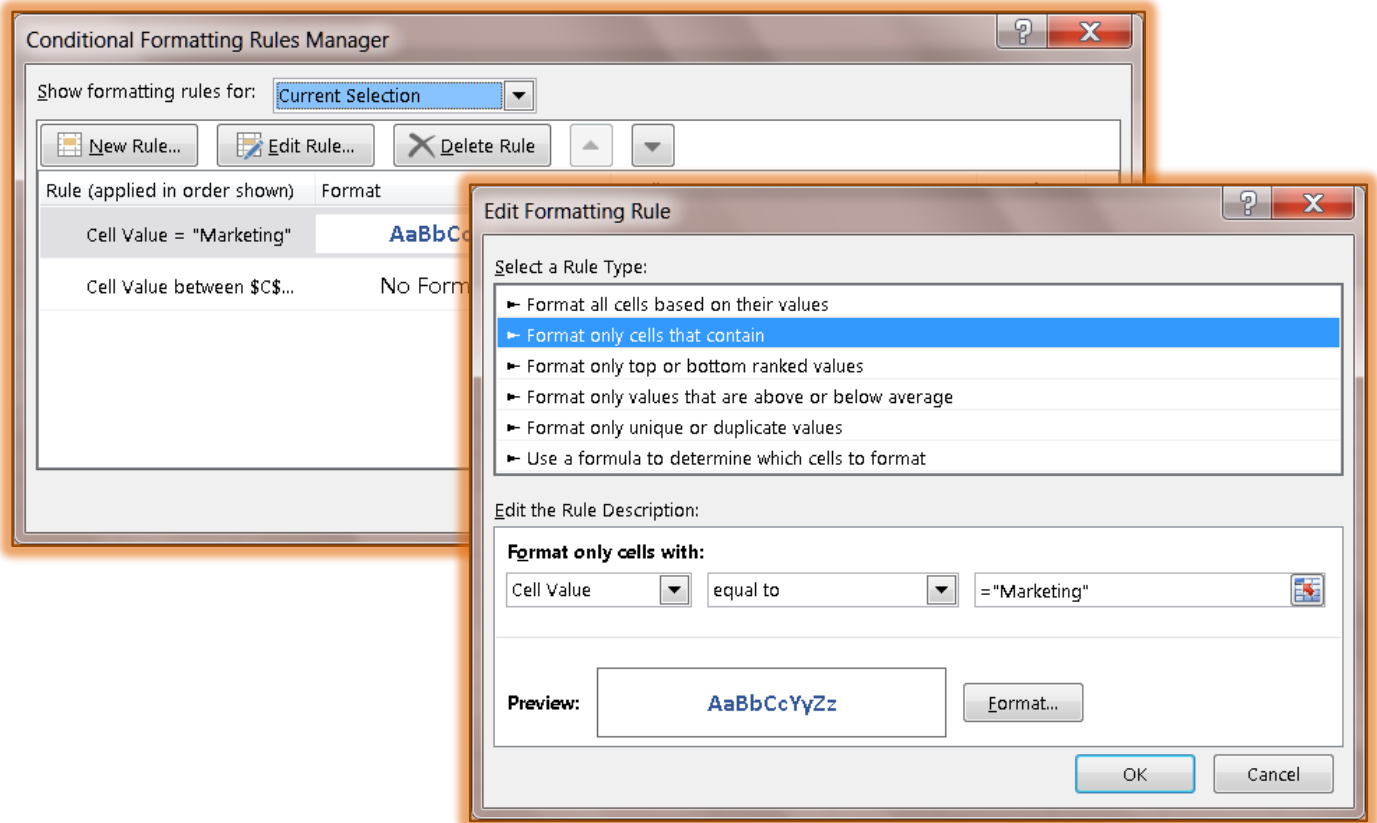## Format Only Cells that Contain

- ✝ Click **Format Only Cells That Contain** under **Select a Rule Type**.
- ✝ Under **Format only cells with**, click the **Comparison Phrase** down arrow (see illustration below).
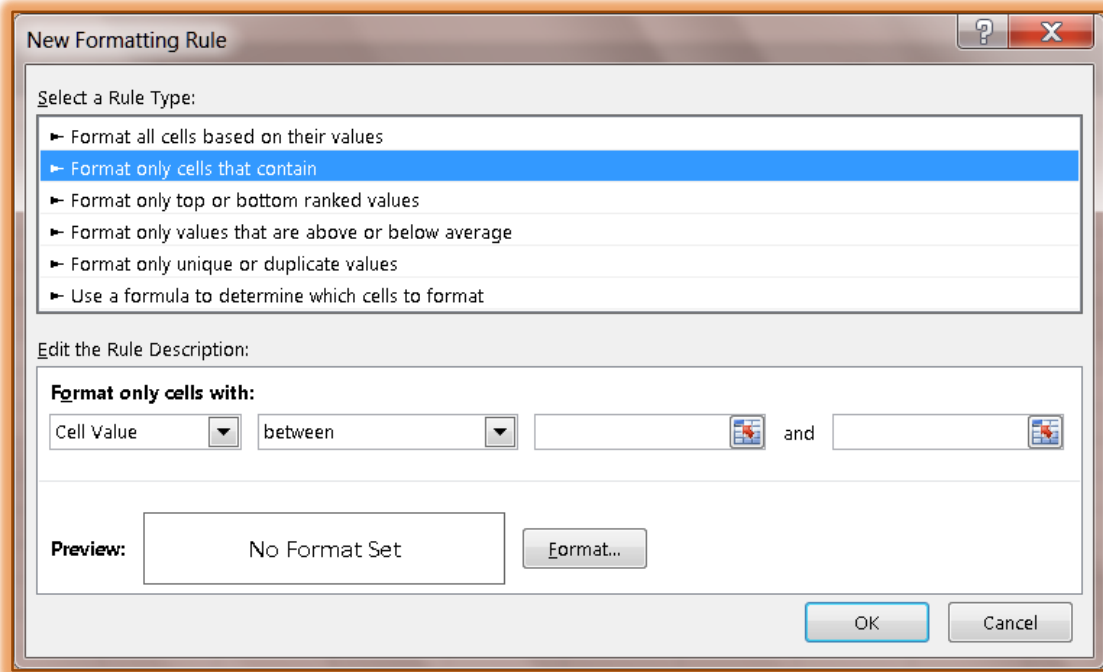
- ✝ Click the **Comparison Phrase** that is to be applied to the selected cells, such as **Cell Value**.
- ✝ In the next **Comparison Phrase** box, click one of the options such as **Between**.
- ✝ Type the **Constant Values** or **Formulas** that are to be evaluated.
- ✝ Click the **Format** button.
- ✝ The **Format Cells** dialog box will display.
- ✝ Specify the formatting that is to be applied to the cells.
- ✝ Click the **OK** button to exit the **Format Cells** dialog box.
- ✝ Click **OK** again to exit the **New Formatting Rule** dialog box.

Edit a Conditional Formatting Rule

- ✝ Select the cells that contain the rule that is to be edited.
- ✝ Click the **Home Tab**, if necessary.
- ✝ In the **Styles Group**, click the **Conditional Formatting** button.
- ✝ Click the **Manage Rules** link.
- ✝ The **Conditional Formatting Rules Manager** dialog box will display (see illustration on next page).
- ✝ Click the **Rule** that is to be changed in the **Show formatting rules for** list.
- ✝ Click the **Edit Rule** button.
- ✝ The **Edit Formatting Rule** dialog box will display (see illustration on next page).
- ✝ Make any needed changes to the rule.
- ✝ Click the **OK** button to exit the **Edit Formatting Rule** dialog box.

✞ Click the **OK** button in the **Conditional Formatting Rules Manager** dialog box to apply the changes to the worksheet.

Delete a Conditional Formatting Rule

✞ Select the cells that contain the rule that is to be deleted.
✞ Click the **Home Tab**, if necessary.
✞ In the **Styles Group**, click the **Conditional Formatting** button.
✞ Click the **Manage Rules** link.
✞ The **Conditional Formatting Rules Manager** dialog box will display (see illustration at top of page).
✞ Click the **Rule** that is to be deleted in the **Show formatting rules for** list.
✞ Click the **Delete Rule** button.
✞ Click the **OK** button to exit the dialog box.

Display Color Scales in Cells

This option is a visual scale that is used to understand data distribution and variation.
✞ Select the cells that contain the data.
✞ Click the **Home Tab**.
✞ In the **Styles Group**, click the **Conditional Formatting** button.
✞ Point to **Color Scales**.
✞ A gallery of different **Color Scales** will display (see illustration).
✞ Move the mouse pointer over each item to view how the formatting will be displayed in the cells.
✞ Click the **Color Scale** that will be applied to the cells.

Display Data Bars in Cells

Data Bars are used to see the value of a cell relative to other cells.

- Select the cells that contain the data.
- Click the **Home Tab**, if necessary.
- In the **Styles Group**, click the **Conditional Formatting** button.
- Point to **Data Bars**.
- A gallery of different **Data Bars** will display (see illustration below left).
- Move the mouse pointer over each item to view how the formatting will be displayed in the cells.
- Click the **Data Bar** that will be applied to the cells.

Display Icon Sets in Cells

Icon Sets are used to annotate and classify data into three to five categories separated by a threshold value. Each icon in the set represents a range of values.

- Select the cells that contain the data.
- Click the **Home Tab**.
- In the **Styles Group**, click the **Conditional Formatting** button.
- Point to **Icon Sets**.
- A gallery of different **Icon Sets** will display (see illustration above right).
- Move the mouse pointer over each item to view how the formatting will be displayed in the cells.
- Click the **Icon Set** that will be applied to the cells.

Apply Highlight Cells Rules

- Highlight the values for the column that the Conditional Formatting is to be applied to.
- **DO NOT** highlight the column heading.
- Click the **Home Tab**.

- In the **Styles Group**, click the **Conditional Formatting** button.
- Move the mouse pointer over the **Highlight Cells Rules** option.
- Click **Equal to** or one of the other formatting options (see illustration at right).
- The dialog box corresponding to the selected option will display.
- In the left box, input a word or value that matches the information in the selected cells.
- In the **With** list, click one of the options in the list or select **Custom Format**.
- When **More Rules** is selected, the **New Formatting Rules** dialog box will display.
- Select the options that are to be used for the **Conditional Formatting**.
- Click the **OK** button.
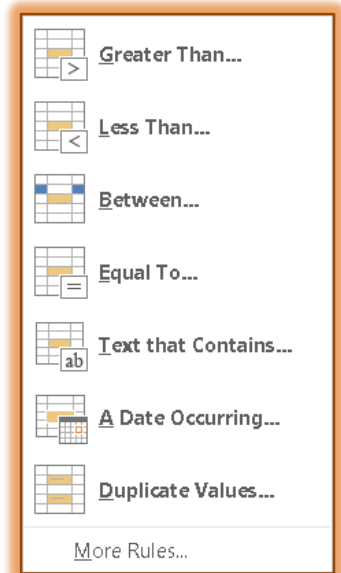
Apply Top/Bottom Rules
- Select the values in the column to which the rule is to be applied.
- **DO NOT** select the column heading, just the data in the cells for that column
- Click the **Home Tab**.
- In the **Styles Group**, click the **Conditional Formatting** button.
- Move the mouse pointer over **Top/Bottom Rules**.
- Click one of the options in the list (see illustration at right).
- The dialog box corresponding to that rule will display.
- In the **With** list, select one of the color options or select **Custom Format**.
- When **More Rules** is selected, the **New Formatting Rules** dialog box will display.
- Select the options that are to be used for the **Conditional Formatting**.
- Click the **OK** button.

NOTE: For additional information on working with Conditional Formatting, click the **Help** button. When the **Help Menu** appears, type **Conditional Formatting** in the **Search** box and then click the **Search** button.