

Microsoft Excel 2010 Advanced 1 Using Conditional and Custom Formats

Applying Conditional Formatting

Excel lets you quickly apply Conditional Formatting to help you explore and analyze data visually, detect critical issues, and identify patterns and trends.

A conditional format changes the appearance of a cell range based on a condition or criteria. In previous versions of Excel, only the first conditional format was applied even if more than one condition was true. Now you can apply an unlimited number of conditions, and may also be able to use Conditional Formatting in place of a chart. You can use the **Highlight Cells Rules**, **Top/Bottom Rules**, **Data Bars**, **Color Scales** or **Icon Sets** options to visualize data easily, highlight interesting cells or ranges of cells, and emphasize unusual values.

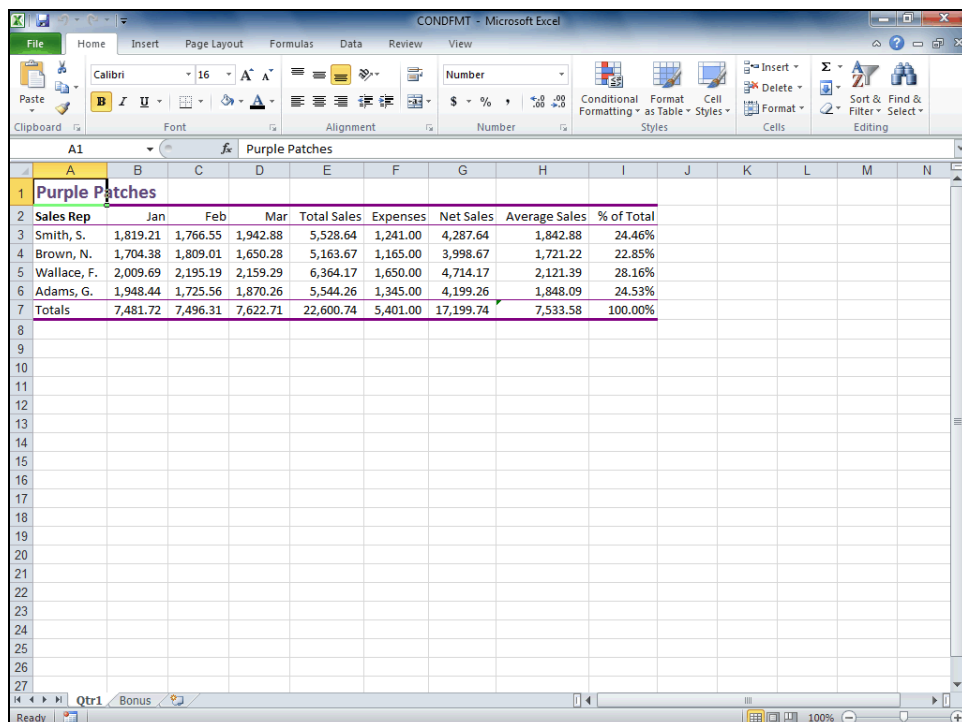
Notes

Notes: You can also create your own rules. Select the **Conditional Formatting** button in the **Styles** group on the **Home** tab, then select the **New Rule** option.

Notes: A number of formatting options are made available. If you want to create your own, however, select the **Custom Format** option, and then specify the desired formatting in the **Format Cells** dialog box.

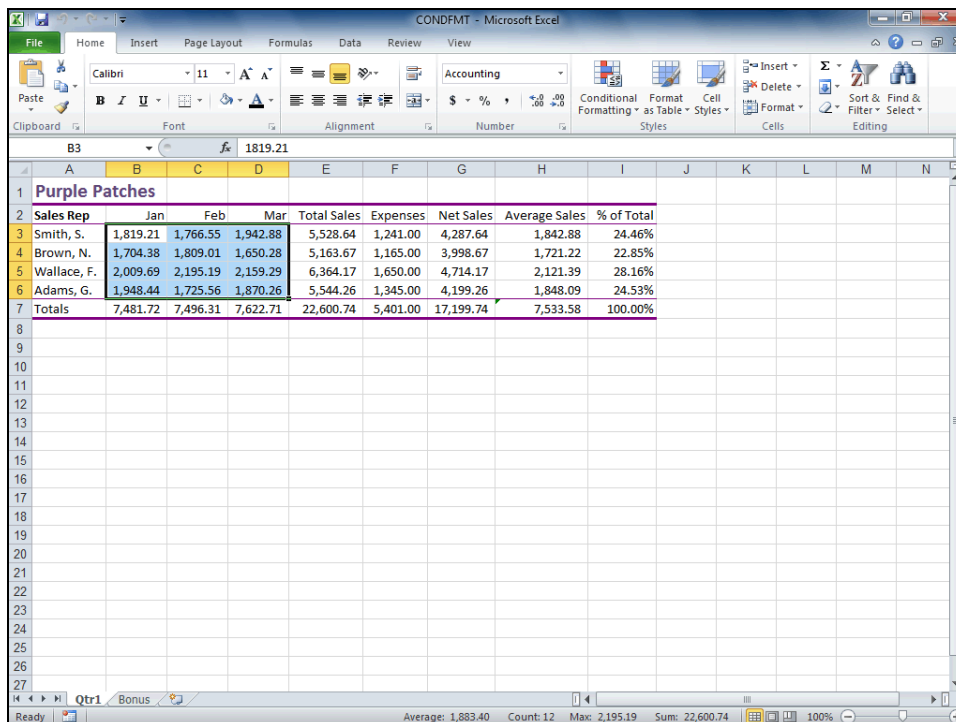
Procedure

This topic shows how to apply conditional formatting.

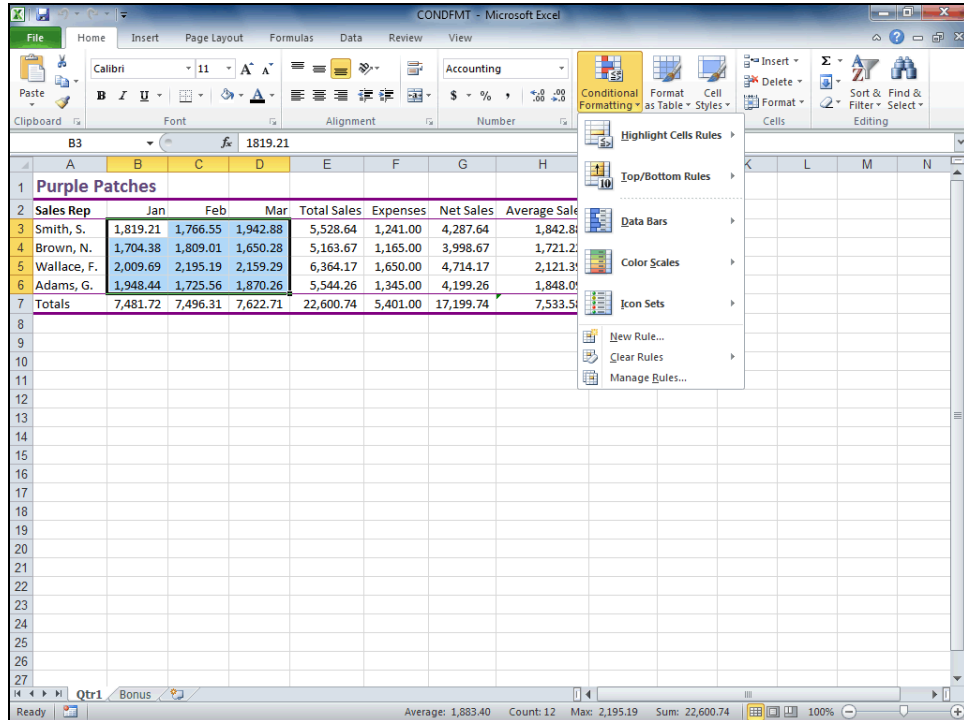


1	Purple Patches								
2	Sales Rep	Jan	Feb	Mar	Total Sales	Expenses	Net Sales	Average Sales	% of Total
3	Smith, S.	1,819.21	1,766.55	1,942.88	5,528.64	1,241.00	4,287.64	1,842.88	24.46%
4	Brown, N.	1,704.38	1,809.01	1,650.28	5,163.67	1,165.00	3,998.67	1,721.22	22.85%
5	Wallace, F.	2,009.69	2,195.19	2,159.29	6,364.17	1,650.00	4,714.17	2,121.39	28.16%
6	Adams, G.	1,948.44	1,725.56	1,870.26	5,544.26	1,345.00	4,199.26	1,848.09	24.53%
7	Totals	7,481.72	7,496.31	7,622.71	22,600.74	5,401.00	17,199.74	7,533.58	100.00%
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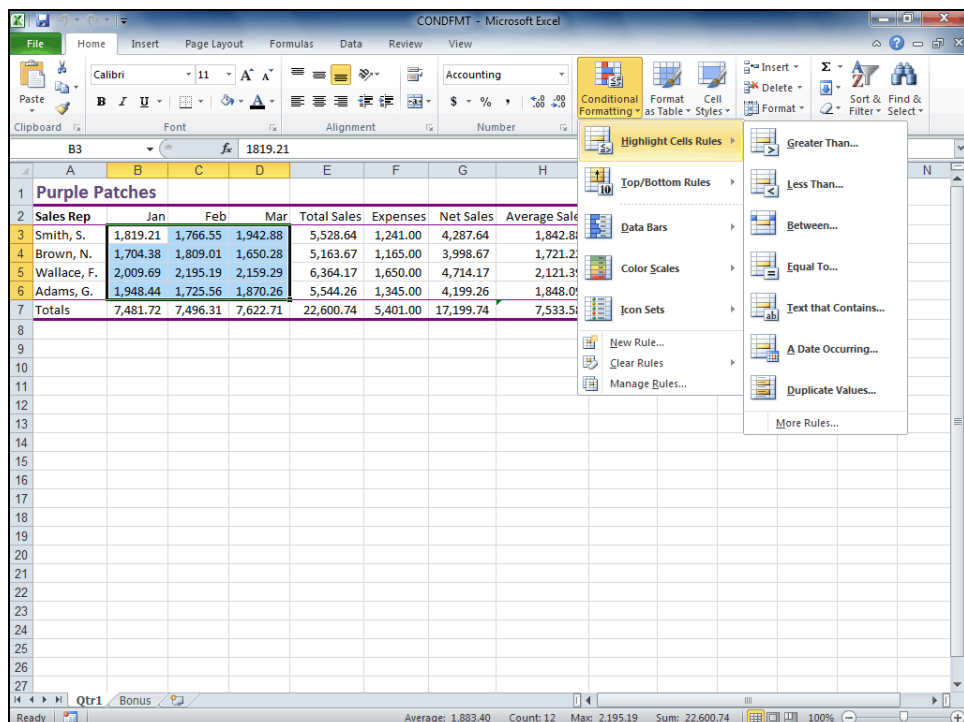
Step	Action
1.	Task: Apply Light Red Fill conditional formatting to the Jan, Feb, Mar data.
2.	<p>Drag to select the range of cells to which you wish to apply a conditional format. In this example, click on cell B3 and then drag across and down to cell D6.</p> <p>Press the left mouse button and drag the mouse to the desired location.</p>
3.	<p>Finish your selection.</p> <p>Release the mouse button.</p>

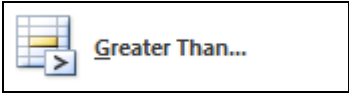


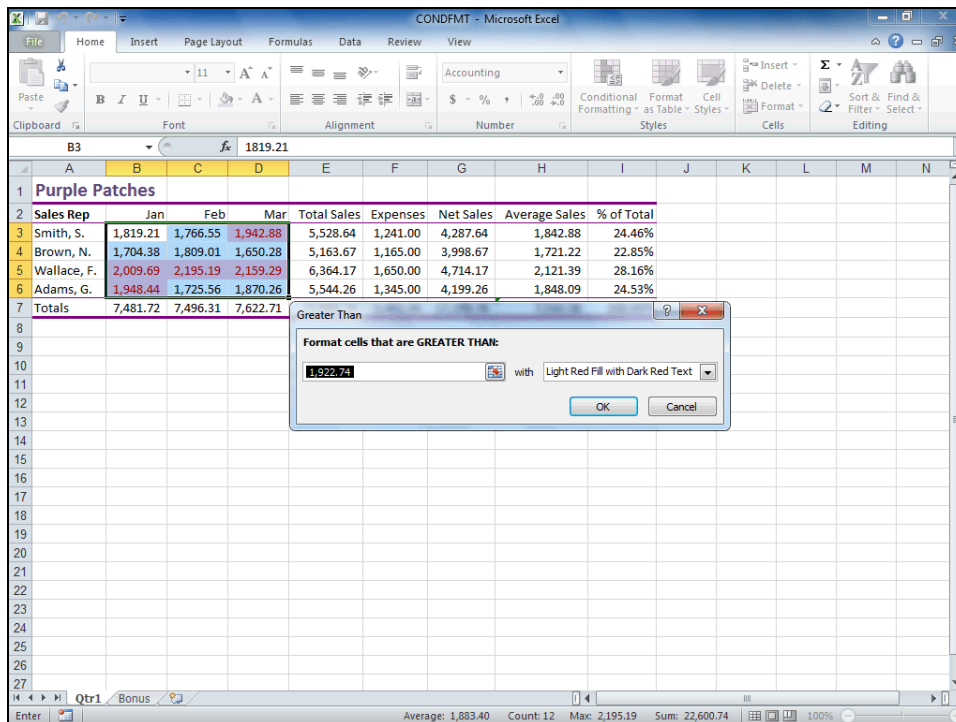
Step	Action
4.	<p>Display the Conditional Formatting menu.</p> <p>Click the Conditional Formatting button.</p>

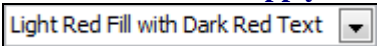



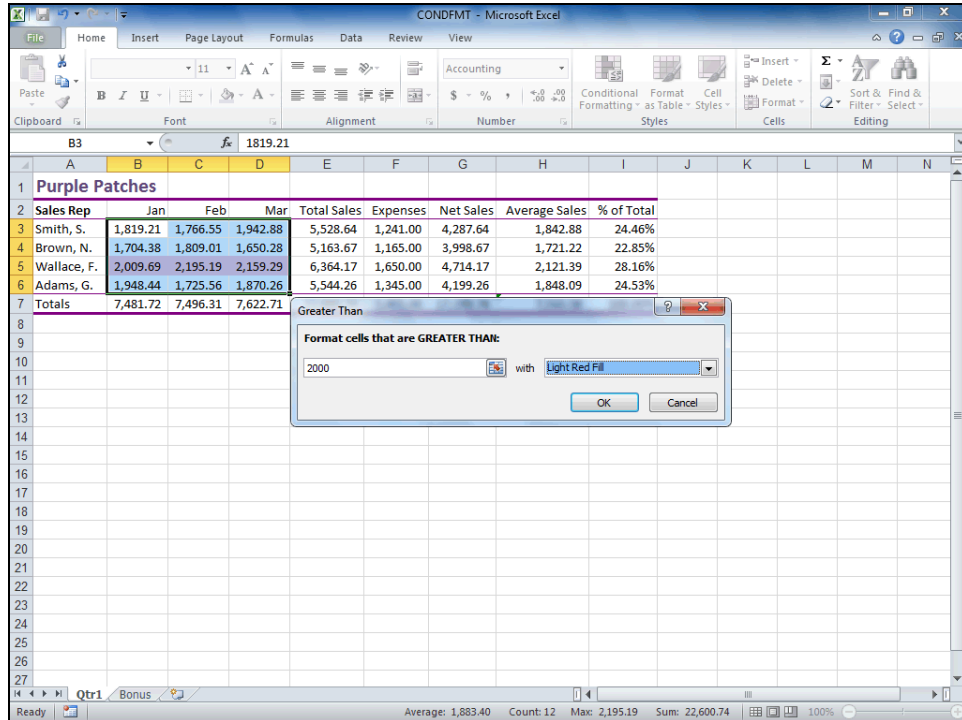
Step	Action
5.	<p>Select the desired formatting rules. In this example, display the Highlight Cells Rules submenu.</p> <p>Point to the Highlight Cells Rules menu item.</p>

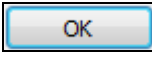



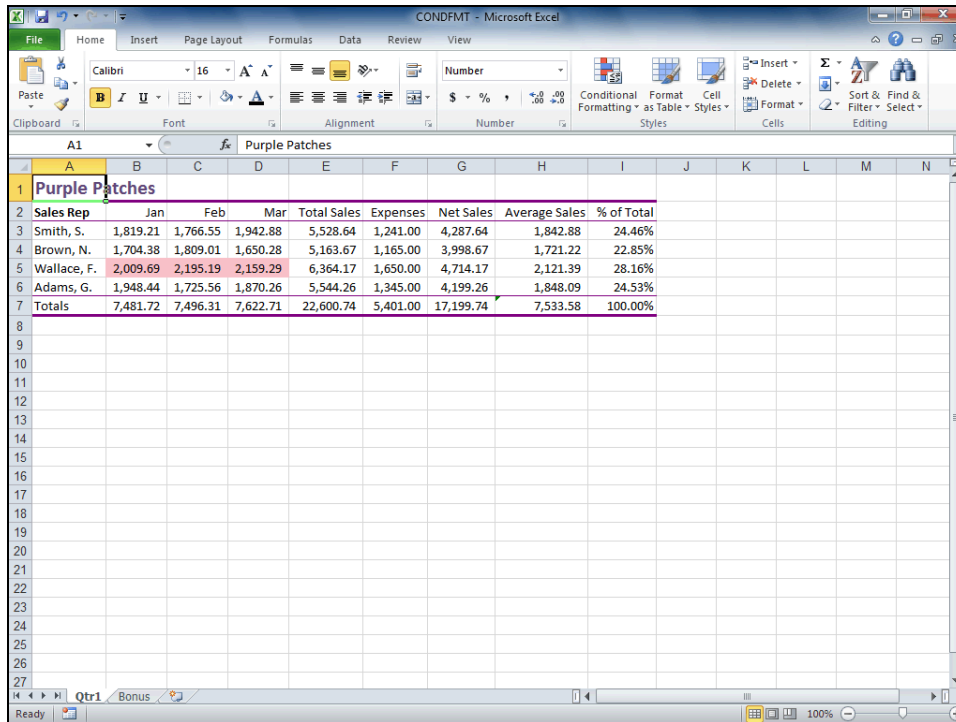
Step	Action
6.	<p>Select the desired formatting rules. In this example, open the Greater Than dialog box.</p> <p>Click the Greater Than menu item.</p> 



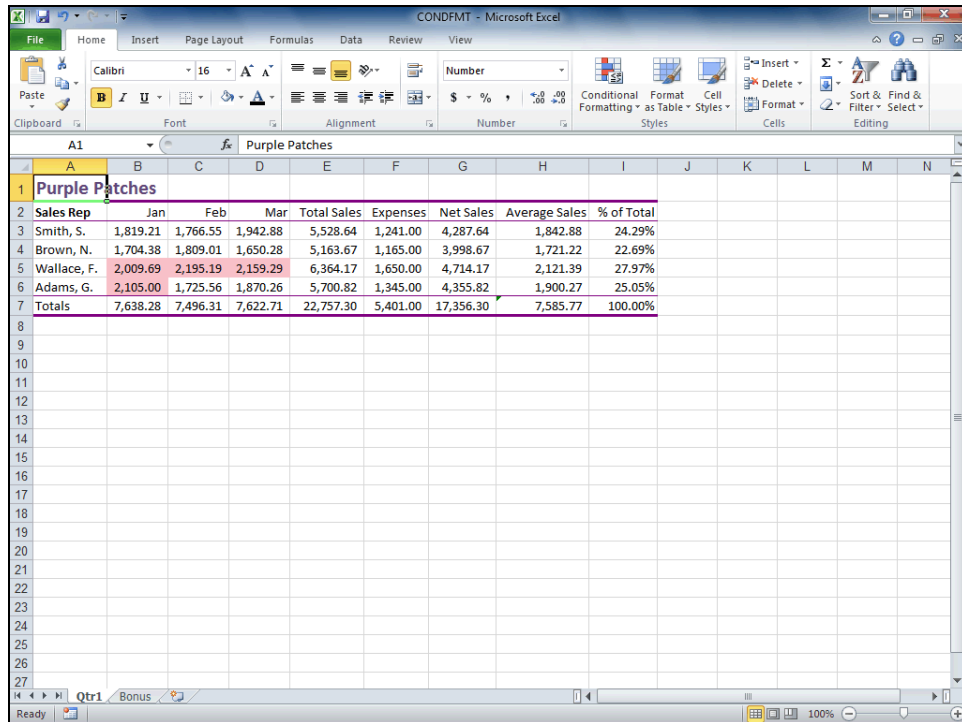
Step	Action
7.	<p>Enter the value you want to use as the criteria.</p> <p>Enter the desired information into the Greater Than field. Enter "2000".</p>
8.	<p>Display the Format to apply options.</p> <p>Click the Format to apply list.</p> 
9.	<p>Select the desired formatting option. In this example, select Light Red Fill.</p> <p>Click the Light Red Fill list item.</p> 



Step	Action
10.	<p>Confirm the settings and apply the formatting.</p> <p>Click the OK button.</p> 
11.	<p>Click in any cell to de-select the range. In this example, choose cell A1.</p> <p>Click the A1 cell.</p> 



Step	Action
12.	Results: Conditional formatting has been applied to the to the Jan, Feb, Mar data. Cells with values greater than 2000 are now displayed with a light red fill color.
13.	Task: To demonstrate the conditional formatting, edit a cell in the conditionally formatted range.
14.	Select a cell in the conditionally formatted range. In this example, choose cell B6 . Click the B6 cell. <div style="border: 1px solid black; padding: 2px; display: inline-block;">1,948.44</div>
15.	Enter the desired new value. Enter the desired information into the B6 field. Enter " 2105 ".
16.	Confirm the entry, using the keyboard. Press [Enter] .
17.	Click in any cell outside the table. In this example, choose cell A1 . Click the A1 cell. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Purple P</div>



Purple Patches								
Sales Rep	Jan	Feb	Mar	Total Sales	Expenses	Net Sales	Average Sales	% of Total
Smith, S.	1,819.21	1,766.55	1,942.88	5,528.64	1,241.00	4,287.64	1,842.88	24.29%
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Adams, G.	2,105.00	1,725.56	1,870.26	5,700.82	1,345.00	4,355.82	1,900.27	25.05%
Totals	7,638.28	7,496.31	7,622.71	22,757.30	5,401.00	17,356.30	7,585.77	100.00%

Step	Action
18.	Results: The edited cell's fill color has changed to red because the number is now greater than 2000.
19.	This topic showed how to apply conditional formatting. End of Procedure.