

## 1: Excel Conditional Formatting -- Examples

*Some of the conditional formatting options include: Highlight cell rules: This rule highlights specific cells based on your option choice. For example, you can choose for Excel to highlight cells that are greater than, less than, or equal to a number, and between two numbers.*

Does it highlight any cell? Data Bars Excel can quickly make your work so much more presentable! You can impress your boss by using fancy highlighting features like Data Bars. When you apply Data Bar formatting on a numerical column, the cells get partially filled with color; creating a graph like effect. The width of these data bars will be determined by the value in the cell. The higher would be value the longer will be the data bar. You can select from a variety of colors and gradients in these bars. The following image shows the result when we apply Data Bar conditional formatting on Quantity column. Such a good data visualization feature it is!

**Color Scales** Color Scales are probably the coolest conditional formatting. When you apply Color Scales on a numerical column, all the cells in that column will be filled with a solid color. The color will be determined by the value in the cell. For example, the cell with highest value will be red and the cell with lowest value will become green. All other cells will receive a color in between red and green. This coloring creates a heat-map like presentation of data. There are several types of Color Scales to choose from!

**Icon Sets** You can add cool icons in the cells of your worksheet. These icons will be indicative of the value present in the cell. Icon Sets can be applied only on numerical columns. We have formatted three columns of our worksheet with different styles of icons.

**Highlight Blank Cells** The above explained, readily available cell formatting options are for those cells that have some values in it. But what if you want to highlight blank cells? Is it possible to do so? The above given options are just those that are most often used. But you can format a cell with custom condition and a custom formatting! We will demonstrate this point by showing you how to highlight the blank cells in an Excel sheet: Select the cell range that you want to format. To highlight blank cells, we select Blank from the Format only cells with dropdown list. Now click on the Format button. The Format Cell dialog box will appear. Here you can select fill color, font style, border style etc. Click on the OK button and all the blank cells in the selected range will be formatted with the style chosen by you.

**Highlight Duplicate Values** This is another common requirement of Excel users. We often need to highlight the cell which have duplicate values in them. Because it is a very common requirement, Excel provides a built-in rule for it. Click OK button to make changes permanent.

**Create Your Own Custom Rules for Conditional Formatting** Default formatting rules, as explained above, are adequate for most of the situations. But if you have a specific formatting requirement, you can always create your own custom rules and formatting. To do this create a rule by clicking on the New Rule button. On clicking this button, you will get the New Formatting Rule dialog box. Here you create the new rule for your need. After setting the rule and formatting, click on the OK button. Your new rule will be recorded in the Conditional Formatting Rules Manager Click on the Apply button to apply the newly created rule. As you can see, all the cells with value between 20 and 40 have been highlighted with yellow color. This rule is also now saved and you can use it from the Rules Manager anytime in future. We hope that this tutorial on Conditional Formatting in Excel was useful for you. If you have any questions related with this topic, please feel free to ask in the comments section. We will try our best to assist you. Thank you for using TechWelkin! Related Articles for More Information:

## 2: Excel Conditional Formatting - 4 Awesome Reasons I Love this Command - Wizdoh

*To set the Conditional Formatting in Excel, do the following: With your Overall Averages highlighted, click on the Home menu at the top of Excel on The Home ribbon, locate the Styles panel, and the Conditional Formatting item.*

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 data bars. In this lesson, you will learn how to apply, modify, and delete conditional formatting rules. Conditional formatting Download the example to work along with the video. The conditional formatting options You have many conditional formatting rules, or options, you can apply to cells in your spreadsheet. Each rule will affect selected cells differently. Before you choose a formatting rule, you must identify what questions you are trying to answer. For example, in a sales spreadsheet you might want to identify the salespeople with lower than average sales. To do this, you need to choose a conditional formatting rule that will show you this answer. Not all of the options will provide you with this information. Some of the conditional formatting options include: This rule highlights specific cells based on your option choice. For example, you can choose for Excel to highlight cells that are greater than, less than, or equal to a number, and between two numbers. Also, you can choose for Excel to highlight cells that contain specific text, including a specific date. If you choose this option, a dialog box will appear, and you will have to specify the cells to highlight and the color you would like to highlight the cells. This conditional formatting option highlights cell values that meet specific criteria, such as top or bottom 10 percent, above average, and below average. This is an interesting option that formats the selected cells with colored bars. The length of the data bar represents the value in the cell. The longer the bar, the higher the value. This option applies a two- or three-color gradient to the cells. Different shades and colors represent specific values. To apply conditional formatting: Select the cells you would like to format. Select the Home tab. Locate the Styles group. Click the Conditional Formatting command. A menu will appear with your formatting options. Select one of the options to apply it to the selected cells. A cascading menu will appear. An additional dialog box may appear, depending on the option you choose. If so, make the necessary choices, then click OK. To remove conditional formatting rules: A cascading menu appears. Choose to clear rules from the entire worksheet or the selected cells. To manage conditional formatting rules: Select Manage Rules from the menu. The Conditional Formatting Rules Manager dialog box will appear. From here you can edit a rule, delete a rule, or change the order of rules. Use the Company Sales workbook to complete this challenge. Apply conditional formatting to a range of cells with numerical values. Apply a second conditional formatting rule to the same set of cells. Apply a conditional formatting rule to a range of cells with text. Explore the Conditional Formatting Rules Manager dialog box. Clear all conditional formatting rules from the worksheet.

## 3: Conditional Formatting in Excel: Tutorial and Examples

*Conditional Formatting New Rule VI. Conditional Formatting New Rule. If you wish to format cell with new rules that are different from the predefined rules of Highlight Cells Rules, Top/Bottom Rules, Data Bars, Color Scales, or Icon Sets, use New Rule.*

How to use a formula with conditional formatting This is an audio transcript from our online video training. The most powerful and flexible way to apply Conditional Formatting is with a formula. Using a formula allows you check more conditions, and check more than one condition at the same time. Here we have the table of random numbers. Start by selecting all values in the table. Then choose New Rule from the Conditional Formatting menu. Excel displays a window with a number of starting points. We want to use a formula, so select "Use a formula to determine which cells to format". Now we need to specify the formula and the format. For conditional formatting, formulas need to return true to trigger a rule. Note that B4 is a relative address, and the first cell in our selection. Excel will update this formula to use the address of each cell in the selection when the rule is created. Click OK to create and apply the rule. Now, use Manage Rules to edit the rule, and replace the number with the the address of the input cell. Notice that Excel uses an absolute address. Click OK to update and apply the rule. Now the rule is generally more useful and will evaluate any value entered into the input cell. Because the rule is based on a formula, it can be easily extended to handle conditions not covered by built-in presets. For example, we can update the formula to also check if the value is odd. As you can see, using formulas allows you to build more powerful and flexible conditional formats.

## 4: Conditional formatting in Excel: Learn with Examples

*Conditional formatting enable cells to appear with certain background colors, depending on their values. For example, all positive values can appear with a green background, while negative values with red.*

Here are some examples: When conditional formatting is applied to a range of cells, enter cell references with respect to the first row and column in the selection. The trick to understanding how conditional formatting formulas work is to visualize the same formula being applied to each cell in the selection, with cell references updated as usual. If you struggle with this, see the section on Dummy Formulas below. Formula Examples Below are examples of custom formulas you can use to apply conditional formatting. More than 30 Conditional Formatting Formulas Highlight orders from Texas To highlight rows that represent orders from Texas abbreviated TX , use a formula that locks the reference to column F: How to highlight rows with conditional formatting Highlight dates in the next 30 days To highlight dates occurring in the next 30 days, we need a formula that 1 makes sure dates are in the future and 2 makes sure dates are 30 days or less from today. The NOW function returns the current date and time. For details about how this formula, works, see this article: Highlight dates in the next N days. The formula used to trigger the formatting below is: Highlight top values dynamic example Although Excel has presets for "top values", this example shows how to do the same thing with a formula, and how formulas can be more flexible. The formula used for this rule is: G11, and "input" is the named range F2. This page has details and a full explanation. Gantt charts Believe it or not, you can even use formulas to create simple Gantt charts with conditional formatting like this: This worksheet uses two rules, one for the bars, and one for the weekend shading: This article explains the formula for bars , and this article explains the formula for weekend shading. Simple search box One cool trick you can do with conditional formatting is to build a simple search box. In this example, a rule highlights cells in column B that contain text typed in cell F2: The formula used is:

## 5: Excel Using Conditional Formatting

*Conditional formatting in Excel enables you to highlight cells with a certain color, depending on the cell's value. Highlight Cells Rules To highlight cells that are greater than a value, execute the following steps.*

Select a font or fill colour for highlighting. Highlight Duplicate Records in a List To highlight the duplicate records in a list, you can use conditional formatting. Add a formula in one column first, to string all the data together. You can see the steps in this video, and the written instructions are below the video. Here is a link to the page [Highlight Duplicate Records in a List Use Excel conditional formatting to highlight duplicate records in a list](#). Use a formula to combine all the fields into one column, then test that column for duplicates. Create a formula to combine the data: In this example, the data is in cells A2: Select the cells to format -- range A2: If there is more than one, the row will be highlighted. If you only want to highlight the duplicate records, and not the first instance of a duplicated record, use the following formula: For longer strings use the following formula: In this example, there are values in cells A2: B8, and totals in cells C2: C8 and in A9: C9 Select all the cells where you want the formatting -- range A2: Select a font colour for highlighting. Create a list of items you want to highlight. If the items are on a different sheet than the conditional formatting, name the list. In Excel , choose Format Conditional Formatting Then, from the first dropdown, choose Formula Is For the formula, enter or, if the list is named, use the name in the formula: Highlight Lottery Numbers You can use Excel conditional formatting to highlight the ticket numbers that have been drawn in a lottery. Winning numbers are entered on the sheet, and those numbers are highlighted in the list of purchased tickets. Written instructions are below the video, and you can download the sample file to follow along with the video. Here is a link to the page [Highlight Lottery Numbers You can use Excel conditional formatting to highlight the ticket numbers that have been drawn in a lottery, or the tickets that have 3 or more winning numbes](#). In this example the ticket numbers are in cells C6: H8, and the drawn numbers are entered in cells C3: To highlight the winning numbers: The written instructions are below the video. This feature is available in Excel and later versions. Enter the temperature in cell B3 In cells F6: F25, enter the numbers to , in increments of 10 In cell G6, enter a formula that will show an empty string if the current temperature is equal to the temperature in that row, or between that temperature, and the one above: G, so the color scale is not visible. Highlight Upcoming Expiry Dates You can use Excel conditional formatting to highlight payments that are due in the next thirty days. In this example, Due dates are entered in cells A2: In this example, Due dates are entered in cells B2: You can see the steps in this video. In this example, the contents of cells B2: F4 are changed to white font, if cell H1 contains an x. To print with the cell contents hidden, type an x in cell H1. To display the cell contents, delete the x in cell H1. Select formatting options white font and white pattern, in this example Click OK, click OK Cross Off Completed Items If you have a list of the tasks that you have to work on, use conditional formatting to cross off completed items. In this example, completed tasks are marked with an X in the "Done" column. There is a conditional formatting on the list, to cross off completed items, and change the font to light grey. That makes it easier to focus on the tasks that still need to be finished. To set up this conditional formatting, follow these steps: On the Font tab, choose Strikethrough, and select light grey as the colour Click OK, click OK After you set up the conditional formatting rule, the item will be crossed off, if you type anything in the "Done" column. This example is on the Strikethrough sheet in sample file 1. Colour Cells Based on 2 Conditions Use Excel conditional formatting to colour cells if 2 condidtions are met. In this example, a country code is entered in cell B2. If the code "US" is entered, cells that contain "United States" are coloured red. In this example, the conditions are on the same sheet as the data entry cells, but you can store them on a different sheet. You could also name the cells , and use those names in the conditional formatting formula To set up the conditions: This can be changed later Format cell B2 with yellow fill colour, to show that it is a data entry cell Add Conditional Formatting Next, add conditional formatting to country cells in the data range. The formula is explained below. D14 contains "United States", it is coloured red. How It Works The conditional formatting formula is: Does cell B2 match the condition entered in cell E2 Does the data entry cell match the condition entered in cell F2 Some notes about the cell references in the formula: Cell D5 is used

in the formula, because that was the active cell when the conditional formatting was applied. A relative reference is used for the data entry cell D5 , because it should adjust to match each cell where the conditional formatting is applied.

**Shade Alternating Rows** You can use Excel conditional formatting to shade alternating rows on the worksheet. Click the **Select All** button, above the **Row 1** button, to select all the cells on the worksheet. In this example, 3 rows are shaded light grey, and 3 are left with no shading. In the **MOD** function, the total number of rows in the set of banded rows 6 is entered. On the **Patterns** tab, select a colour for shading Click **OK**, click **OK** You can use Excel conditional formatting to shade alternating rows in a filtered list. Select the cells in the list A2: B29 in this example. On the **Patterns** tab, select a colour for shading Click **OK**, click **OK** Filter the list, and the shading will alternate in the visible rows.

**Create Coloured Shapes** You can use Excel conditional formatting and the **Wingding** font to create coloured shapes in a cell. In this example, coloured shapes will appear in cells C3: C7, depending on the value in the adjacent cell in column B. If the value is less than 10, a red circle will appear, if the value is greater than 30, a green square will appear. Otherwise, a yellow diamond will appear. In cell C3 enter the formula: C7 with **Wingding** font, and yellow font color Select cells C3: First, set up the lookup table in cells G3: G5, type the percentages: You could use different percentages, or just type values into H3: H5 Next, create the icons in column C: In cell C2 enter the formula that creates the icon: C11 with **Wingding3** font, and yellow font color Select cells C2: Click **OK** To make the icons appear to be in the same cell as the number, you can create an outside border around the two cells. This sample file shows warnings , if rows or columns are hidden. Formula checks for hidden rows, and conditional formatting marks hidden column. Zipped file does not contain any macros..

### 6: Excel Conditional Formatting - [www.enganchecubano.com](http://www.enganchecubano.com) Blog

*- If you want to create new rule, edit or delete existing rule, and view all conditional formatting rules in the workbook, click the cell that is formatted, and then on the Home tab, in the Style group, click Conditional Formatting, and then click Manage Rules.*

Microsoft Excel tutorial: To use New Rule, do the following: Select the range of cells that you want to format. Under Format values where this formula is true, enter your rule in the box e. Click Format button to format cells with the Format Cell dialog box. In the Format Cell dialog box, you can format the selected cells with Font tab font style, size, color, effect , Border tab line style, color , or Fill tab color palette, fill effect, standard color, custom color. Click Ok button twice. By using the following range of cells, highlight the customers who buy the highest brick with blue background. To do this task, do the following: Select the range of cells A2: E8 if you want to highlight a row that contains maximum brick or you can select C2: C8 if you want to highlight only the cell that contains the highest brick. Click Format button, in the Format Cell dialog box, click Fill tab, and then select the blue color on the color palette. The result will be as the figure below: Use the data of example1 to highlight the customers who buy cement less than sacks but more than or equal to 60 sacks. Click Format button, in the Format Cell dialog box, click Fill tab, and then select any color that you like e. The result of the example, see the figure below: Use the example data above to highlight the customers who buy sand less than 10 and the lowest cement. In the Conditional Formatting Rules Manager dialog box, you can do what we have mentioned. To use this command, do the following: Select the cell that you want to clear. If you click Clear Rules from Entire Sheet, all formats in the worksheet will be cleared.

## 7: Microsoft Excel tutorial: conditional formatting new rule

*Conditional formatting is a powerful feature of Excel that allows you to alter the style of cells based on their values. Watch this tutorial to get started using conditional formatting. Category.*

Excel Conditional Formatting – 4 Awesome Reasons I Love this Command John Franco The new Excel Conditional Formatting features allow you to apply icons and bar color scales instead of only colors and formats to a cell or array. So you will see your spreadsheets converted into more powerful visual dashboards! And this is just the tip of the iceberg! Yes, Excel brings other enhancements to this command. I will show them to you here! For those who have not heard about Excel conditional formatting, it is a command that allows you to format cells or arrays based on its values or on the values of other cells. The new functionality means that you can do these things even better! Being informed in real time Get clues when editing massive databases Answer questions visually Analyze data: You will love them too! Give a look at the New Formatting Rule dialog box! Additionally, with the new Conditional Formatting Rules Manager see graphic below you can do several things you could not do before. This way you can work on a limited set of rules that you want to analyze the order of application, etc In summary, the usability of conditional formatting command increased. You can easily navigate through rules to administer them: If you have been using the conditional formatting command on Excel you know that these little enhancements make a great difference. After you choose one of them, you can then easily specify preset format criteria. More below! Once you choose the type of rule and enter the condition, you can select a rich preset color configuration for your cells see graphic below. These preset formatting options allow you to prepare common formatting schemes quickly and easily. So in a couple of clicks you can format your cells as desired. And you can administer them all efficiently using the Conditional Formatting Rules Manager see graphic above. Sorry, you are not able to do it with Excel conditional formatting only 3 conditions. Additionally, you cannot easily change the order of the conditions. You need to reenter everything. You are not able to change the order of the conditions. In Excel , you can control whether the conditional formatting stops or continues after Excel discovers that a specific condition applies to a cell. You will hear great comments from the people who use your spreadsheets. And you will see the meaningful formatting taking shape as you change values in your sheet. There is no reason to not put this to good use after you know the capabilities of the type of rules that Excel brings: This rule type allows you to find relationships in your data. The graphic below shows three columns. Conditional formatting in column A highlights cells according to a two color scale, highlights cells according to a data bar scale in column C, and highlights cells according to a icon set scale in column E. You can compare sales, heights, etc.

## 8: Apply conditional formatting in Excel - Excel

*Conditional formatting provides visual cues to help you quickly make sense of your data. For example, it'll clearly show highs and lows, or other data trends based on criteria you provide.. Select the all the data in a table.*

Microsoft Excel tutorial: When you format cells with Icon Sets, you can format them with predefined icon set rules or you can format them with your own icon set rules. To use Icon Sets, do the following: Select the range of cells that you want to format. On the Home tab, in the Styles group, click Conditional Formatting, point to Icon Sets, and then click the icon sets that you want. To format cells with your own icon sets rules, do the following: Follow step 1 and 2 above, and then click More Rules. In the boxes, under Type, choose the type for the value that you set as condition. Under Value, enter values in the first and second boxes for the first and second conditions. If you want to reverse icon order, check the Reverse Icon Order check box. For example, use the following range of cells to format it with Icon Sets. To do this task, do the following: Select the range of cells D2: D8 that you want to format. On the Home tab, in the Styles group, click Conditional Formatting, point to Icon Sets, and then click the icon sets that you want e. Another example, format the rang of cells above with the 3 Traffic Lights Rimmed and the following rules: In the boxes, under Type, select Number. To be clear, you can see the figure below: In the Conditional Formatting Rules Manager dialog box, you can do what we have mentioned. To use this command, do the following: Select the cell that you want to clear. If you click Clear Rules from Entire Sheet, all formats in the worksheet will be cleared.

## 9: Microsoft Excel tutorial: conditional formatting icon sets

*Excel Tutorial 6 - Intro to Conditional formatting.*

Conditional formatting options Conditional formatting with Color Scales Note: Prior to Excel , conditional formatting rules had to be created with a formula, and only supported three levels. Since Excel , conditional formatting has many predefined rules that are easy to apply, and can support up to 64 levels. There are thousands of potential combinations, so you should experiment with them until you find what works best for you. Also, take time to think about your audience, since too much complexity can make it difficult to understand your intent. Highlight duplicate values with color Follow the steps below to highlight duplicate items in a column of data: Select a format from the options drop-down list, then click OK. The range will display format that highlights duplicate items in the color you chose. Sort by color Take your duplicate search a step further by sorting your list by color. This can make it easier to apply bulk changes to the duplicates, such as deleting them. Click OK to apply this formatting. The sorted table will group the duplicates at the top: Highlight the Top 10 items in a range The Top 10 Items option can quickly identify the top performers in a range, such as the top 10 customers in a list according to rank. You can change the top 10 to whatever value you require, after specifying a rule. Follow the steps below to see how to highlight the top 10 revenue performances. Select the range you want to format. You can then adjust the number of options you want up or down, and the fill color. When you use conditional formatting to show Data Bars, Excel draws a bar in each cell whose length corresponds to the value of the cell relative to the other cells in the selected range. Follow the steps below to walk through an example. Select the range that you want to format. Then choose the Gradient or Solid Fill style of your choice. If you want to sort the list after applying your data bars, simply select the column.

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