What is Conditional Formatting?

Conditional formatting allows you to set rules for cell formatting. If the rules (conditions) are met, then the formatting is applied. You can have up to 3 rules in a cell.

For example, you can set conditional formatting so that a cell turns blue if it contains a value higher than 75 and turns green if it contains a value lower than 50.

Type this data into a new Excel worksheet:

| | Α | В |
|---|----------|-------|
| 1 | Date | Value |
| 2 | 5/5/2002 | 76 |
| 3 | 5/6/2002 | 60 |
| 4 | 5/7/2002 | 49 |

Apply Conditional Formatting to a Cell

- 1. Select the cells to be formatted
- 2. Choose Format>Conditional Formatting...

| | Α | В |
|---|----------|-------|
| 1 | Date | Value |
| 2 | 5/5/2002 | 76 |
| 3 | 5/6/2002 | ഹ 60 |
| 4 | 5/7/2002 | 49 |

3. Leave the first drop-down box set to Cell Value Is

4. In the second drop-down box, choose one of the operators. In this example, choose 'greater than'

5. In the text box, type a number or a cell reference. In this example, type the value you want to check 75.

| Preview of format to use No Format Set Format. | ell Value Is 💌 🛛 greater than | ▼ 75 _T | |
|--|--|-------------------|----------------|
| when condition is true: | eview of format to use hen condition is true: | No Format Set | <u>F</u> ormat |

6. Click the Format button

7. On the Patterns tab, select a colour for the conditional formatting -- blue, in this example.

You can also choose a Font format or a cell Border.

8. Click OK.

| Format Ce | ells | |
|-----------------------------|----------|--|
| | | , |
| Font | Border | Patterns |
| Cell shad <u>C</u> olor: | ing | ······································ |
| | No Color | · |
| - | | |
| | | |
| | | |
| | | |
| | | |

9. To add another conditional format, click the Add button.

10. Repeat steps 3 to 8, using the values and colours for the second conditional format (green if below 50).

11. Click OK, to return to the worksheet.

| Conditiona | l Formatting | , | | | | | | ? |
|------------------------|--|-------------|--|-------------------|----------------|----------------|-----------------|----------|
| Condition Cell Valu | <u>i</u> ie Is 💌 gre | eater tha | an | ▼ 75 | | | | <u>.</u> |
| Preview when co | Preview of format to use when condition is true: | | AaBbCcYyZz | | | <u>F</u> ormat | | |
| Condition | 2 Ie Is ▼ les | s than | | ▼ 50 | | |] | 3 |
| when co | ndition is true: | se | | AaBl | oCcYyZz | | F <u>o</u> rmat | |
| 2 | | | A | .dd >> | <u>D</u> elete | ОК | | el |
| ur workshe | et should | look | like this: | | | | | |
| ie —— | | | A | В | | | | |
| een ——— | | 2 3 4 | Date 5/5/2002 5/6/2002 5/7/2002 | Value 76 60 | 5 0 3 | | | |
| | | | | | | | | |
| | | | | | | | | |

You may:

- Guide teachers or students to access this resource from the teach-ict.com site
- Print out enough copies to use during the lesson

You may not:

- Adapt or build on this work
- Save this resource to a school network or VLE
- Republish this resource on the internet

A subscription will enable you to access an editable version and save it on your protected network or VLE