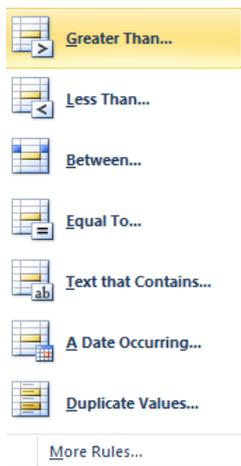




## Excel Conditional Formatting

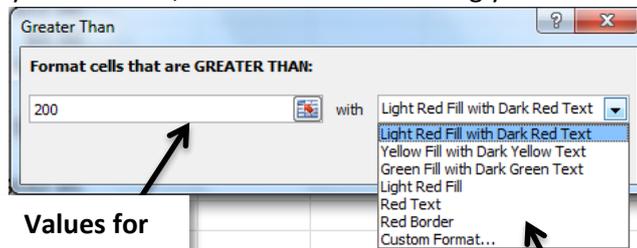
- \* [Highlight cells greater than a given value](#)
- \* [Highlight the cell with the greatest value](#)
- \* [Display a data bar in a value cell](#)
- \* [Highlight cells with colour scales based on their values](#)
- \* [Add an indicator icon to a value cell](#)
- \* [Custom rules](#)

### Highlight Cells Rules



Quickly find values that meet a specified criterion within a range of cells.

Select the criterion you want to apply to your range. This will bring up a dialog box. You are able to specify the values for your criterion, as well as the formatting you want to see



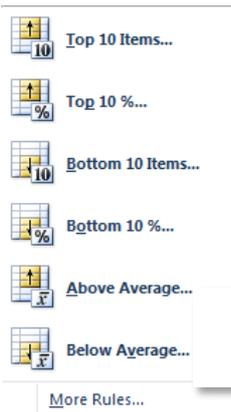
if the criterion is met.

**Values for criterion**

**Formatting options**

Jackson
\$65.00
\$235.00
\$0.00
\$500.00
\$65.00
\$0.00
\$0.00
\$50.25
\$6.00
\$35.97

### Top/Bottom Rules



Find the highest and lowest values in a range based on a specified number. (Top 1...top 10...bottom 1...bottom 10...)



Specified number

\$65.00
\$235.00
\$0.00
\$500.00
\$65.00
\$0.00
\$0.00
\$50.25
\$6.00
\$35.97

### Data Bars



View the value of a cell relative to other cells.

Once you have made your selection, the data bars are instantly added.

\$65.00
\$235.00
\$0.00
\$500.00
\$65.00
\$0.00
\$0.00
\$50.25
\$6.00
\$35.97

### Colour Scales

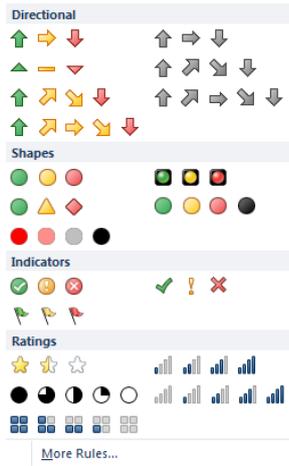


Visually represent data distribution and variation.

Once you have made your selection, the colour scales are instantly added. Colour scales look better with sorted data.

\$65.00
\$235.00
\$0.00
\$500.00
\$65.00
\$0.00
\$0.00
\$50.25
\$6.00
\$35.97

### Icon Sets



Annotate and classify data into 3 or 5 categories, represented by an icon.

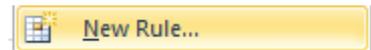
By default, the Icons are set up so the top 30% is green, the middle 30% is yellow and the bottom 30% is red.

To be more specific about criteria you want you need to select **More Rules**. (Located at the bottom of every conditional formatting drop down.)

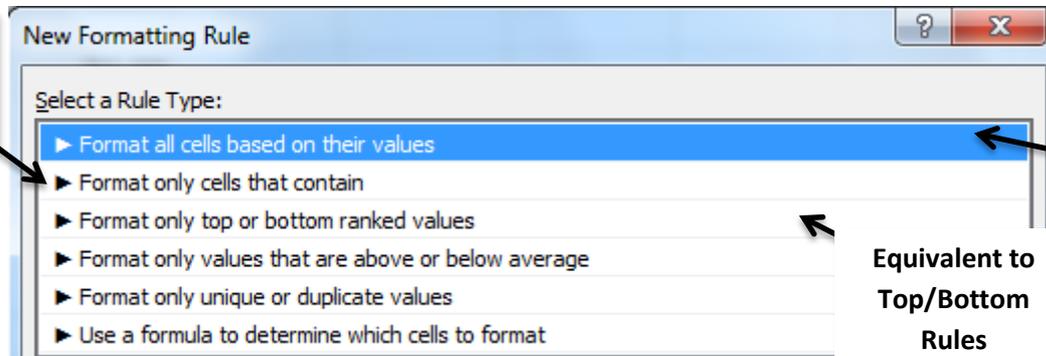
	\$65.00
	\$235.00
	\$0.00
	\$500.00
	\$65.00
	\$0.00
	\$0.00
	\$50.25
	\$6.00
	\$35.97

### New Rule

Located at the bottom of the Conditional Formatting drop down, New Rule allows you to control all the criteria of your formatting.



Equivalent to Highlight Cells Rules



Equivalent to Data Bars, Colour Scales & Icon Sets

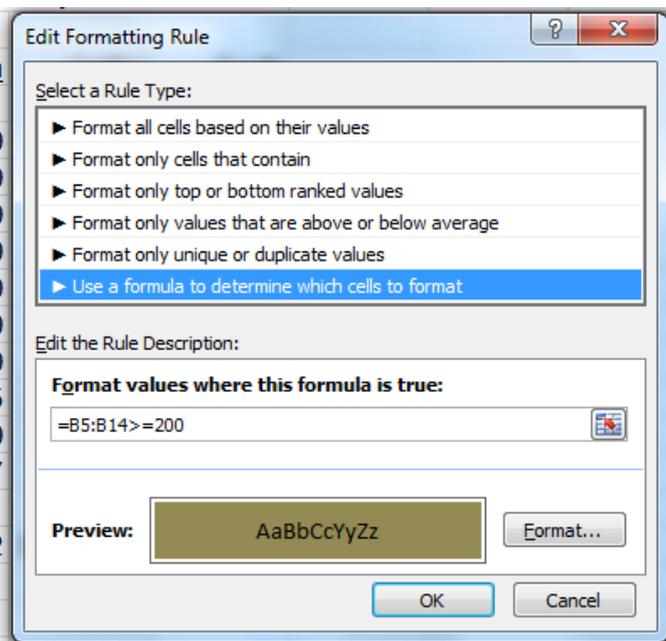
Equivalent to Top/Bottom Rules

### Use a formula to determine which cells to format

You can format a cell or range of cells on another cell or range of cells by selecting **Use a formula to determine which cells to format**.

The below example, will format the range A5:A14 gold, if the range B5:B14 is greater than or equal to £200. It works based on relative referencing. (By default \$ will be added to your formula, you must remove the absolute references if you are basing your criteria on a range.)

2		
3		Jackson
4		
5	Auto Rental	\$65.00
6	Air Fare	\$235.00
7	Ground Trans.	\$0.00
8	Lodging	\$500.00
9	Food/Meals	\$65.00
10	Parking	\$0.00
11	Tolls	\$0.00
12	Tips	\$50.25
13	Telephone	\$6.00
14	Entertainment	\$35.97
15		
16	TOTALS:	\$957.22
17		
18		



## Manage Rules

To view, edit or delete the Conditional Formatting you have applied, select **Conditional Formatting**, and at the bottom of the drop down select **Manage Rules**.

