


Apply Conditional Formatting

So far, you've used formatting to change the appearance of different types of data, but you can also use formatting to highlight important aspects of the data itself. For example, you can apply formatting that changes the font color to red for any cells where ad costs exceed \$100 and to green where ad costs are below \$50. This is called **conditional formatting** because Excel automatically applies different formats to data if the data meets conditions you specify. The formatting is updated if you change data in the worksheet. You can also copy conditional formats the same way you copy other formats. **CASE**  *Grace is concerned about advertising costs exceeding the yearly budget. You decide to use conditional formatting to highlight certain trends and patterns in the data so that it's easy to spot the most expensive advertising.*

1. Select the range **H4:H30**, click the **Conditional Formatting** button in the Styles group on the **HOME** tab, point to **Data Bars**, then point to the **Light Blue Data Bar** (second row, second from left)

Data bars are colored horizontal bars that visually illustrate differences between values in a range of cells. Live Preview shows how this formatting will appear in the worksheet, as shown in **FIGURE C-17**.

2. Point to the **Green Data Bar** (first row, second from left), then click it
3. Select the range **F4:F30**, click the **Conditional Formatting** button in the Styles group, then point to **Highlight Cells Rules**

The Highlight Cells Rules submenu displays choices for creating different formatting conditions. For example, you can create a rule for values that are greater than or less than a certain amount, or between two amounts.

4. Click **Between** on the submenu

The Between dialog box opens, displaying input boxes you can use to define the condition and a default format (Light Red Fill with Dark Red Text) selected for cells that meet that condition. Depending on the condition you select in the Highlight Cells Rules submenu (such as "Greater Than" or "Less Than"), this dialog box displays different input boxes. You define the condition using the input boxes and then assign the formatting you want to use for cells that meet that condition. Values used in input boxes for a condition can be constants, formulas, cell references, or dates.

5. Type **2000** in the first text box, type **4000** in the second text box, click the **with list arrow**, click **Light Red Fill**, compare your settings to **FIGURE C-18**, then click **OK**

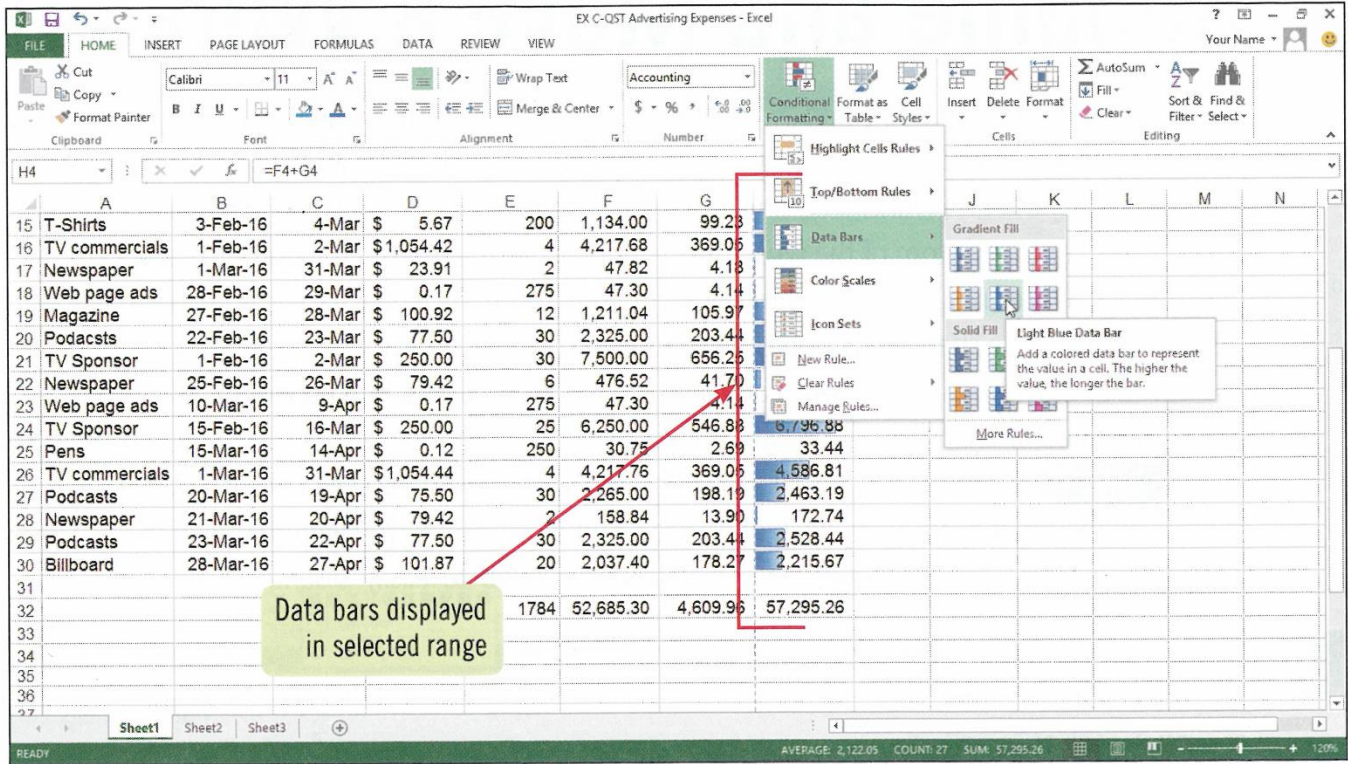
All cells with values between 2000 and 4000 in column F appear with a light red fill.

6. Click cell **F7**, type **3975.55**, then press **[Enter]**

When the value in cell F7 changes, the formatting also changes because the new value meets the condition you set. Compare your results to **FIGURE C-19**.

7. Press **[Ctrl][Home]** to select cell **A1**, then save your work

FIGURE C-17: Previewing data bars in a range



Data bars displayed in selected range

FIGURE C-18: Between dialog box

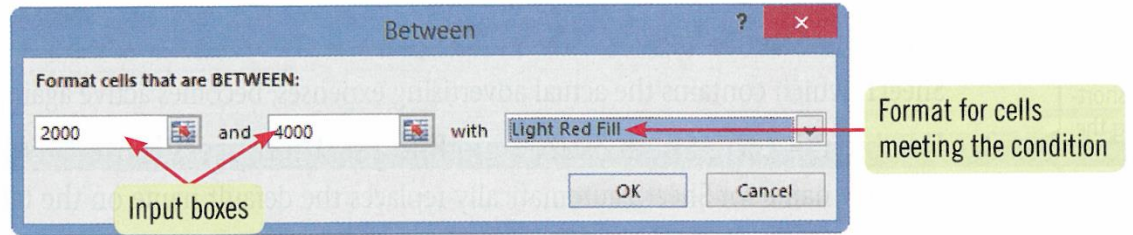


FIGURE C-19: Worksheet with conditional formatting

