

me

sic Excel

ilt-In Excel Functions ▾

cel 2019 New Functions

cel 2016 New Functions

cel Vlookup Tutorial

ot Table Tutorial

cel Formulas

ay Formulas

counting in Excel

s & Tricks

mmon Excel Errors

cel Templates

cel Macros

cel VBA Tutorial

ilt-In VBA Functions

cel 2003 vs 2007

ONSORED SEARCHES



excel formulas



excel templates



word excel



vba code



drive excel

Cir
Fla[Home](#) » [Basic-Excel](#) » Excel-Conditional-Formatting

Conditional Formatting in Excel

CenturyLink Int

 Keep your rate for as long
as you keep your plan.

no contr
rate t
bund

Details

Excel Conditional Formatting can be used to alter the formatting of an Excel cell based on either:

- The value of the current cell;
- The value of another cell in the current worksheet;
- The result of a formula (which may rely on the contents of the current cell and/or other cells in the current worksheet).

Related Pages:

[Conditional Formatting Highlight Cells Rules](#)
[Conditional Formatting Top/Bottom Rules](#)
[Data Bars/Color Scales/Icon Sets](#)
[Conditional Formatting Using Formulas](#)

Version of Excel

This page describes conditional formatting in current versions of Excel (2007 and later). If you have Excel 2003, see the separate page on [Conditional Formatting in Excel 2003](#).

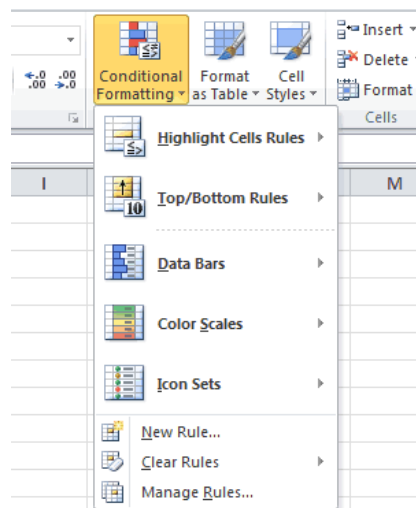
The Conditional Formatting Menu

Before entering the Conditional Formatting menu, you need to first select the cell(s) that you wish to apply the formatting to.

Next, select the **Conditional Formatting** option from within the 'Styles' group on the **Home** tab of the Excel ribbon. Clicking on this option will cause the Conditional Formatting drop-down menu to be displayed (see right).

This menu allows you to select the type of Excel Conditional Formatting that you want to apply to your cell(s). This can be either:

- **Highlight Cells Rules** - Apply formatting to cells that satisfy a specific condition (e.g. greater than, equal to, Duplicate Values, etc.);



- **Top/Bottom Rules** - Apply formatting to cells that satisfy a statistical condition in relation to other cells in the range (e.g. above average, within top 10%, etc.);
- **Data Bars / Color Scales / Icon Sets** - Apply formatting to all cells in the range, depending on their value in relation to one another;
- **New rule...** - Allows you to specify more complex rules, such as rules that depend on the result of a formula.

These different conditional formatting types are described in depth on the following pages:

Conditional Formatting Rules:

[Highlight Cells Rules](#)

[Top/Bottom Rules](#)

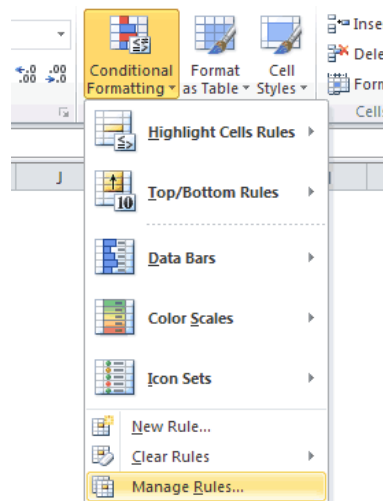
[Data Bars/Color Scales/Icon Sets](#)

[Conditional Formatting Using Formulas](#)

Using Multiple Conditions

Excel Conditional Formatting allows you to specify multiple conditions, and apply different formatting to each of these. After you have specified your first condition, you can specify further conditions by simply repeating the process for adding a condition.

If you want to view or edit the conditions that have been set so far, select the **Manage Rules...** option from the Excel Conditional Formatting menu (see right). This shows a list of all rules that have been defined so far.



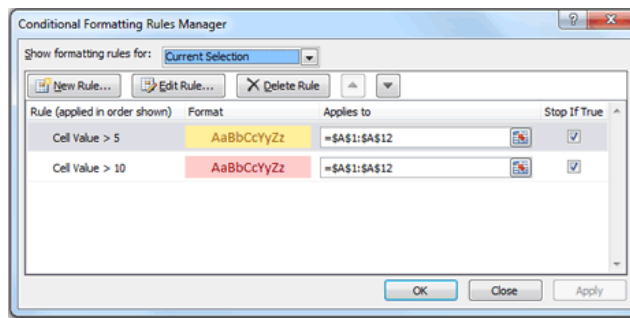
It is important to understand that the order that the Excel Conditional Formatting rules are listed does make a difference. The condition that is positioned at the top of the list is tested first, and then the next one down, etc.

This ordering process is particularly important when you have conditions that overlap (e.g. A1>10, A1>5). This is illustrated in the 'Common Error' example below.

Common Error

When more than one condition is used for Excel Conditional Formatting, it is important to understand that the conditions are tested in the order that they appear in the 'Rules Manager' window.

Therefore, if we wanted to specify that cells having a value greater than 10 be coloured in red and cells having a value greater than 5 be coloured in orange, the following definition (which applies the test "Cell Value > 5" before the test "Cell Value > 10") would NOT work, as required:



This example could be made to work as required by positioning the condition "Cell Value > 10" first and placing the condition "Cell Value > 5" second.

[Continue to How to Use the Excel Conditional Formatting Highlight Cells Rules >>](#)

[Return to the Basic Excel Page](#)

[Return to the ExcelFunctions.net Home Page](#)

[Disclaimer](#) [Privacy Policy](#) [Cookies Policy](#)

Copyright © 2008-2020 ExcelFunctions.net