CONDITIONAL FORMATS

Conditional formatting changes the way a cell looks if it meets certain criteria. To apply, select the cells, go to the **Home** ribbon and click **Conditional Formatting**.

Highlight Cell Rules	Value-Based Formatting Rules
Greater Than	All values under a specified value
Less Than	All values over a specified value
Between	All values between two specified values (inclusive)
Equal to	All values equal to a specified value
Text that Contains	Text that contains specific characters
A Date Occurring	Yesterday, Today, Tomorrow, In the last 7 days, Last/This/Next week, Last/This/Next Month
Duplicate Values	All values where the value occurs more than once
Top/Bottom Rules	Value-Based Formatting Rules
Top 10 Items	The top n items where n is a number you provide
Top 10 %	The top n % of items where n is a number you provide
Bottom 10 Items	The bottom n items where n is a number you provide
Bottom 10 %	The bottom n % of items
Above Average	All numbers below the average
Below Average	All numbers above the average
Data Bars	Trend-based format shows a bar that represents the size of the value compared to the rest of the data
Color Scales	Trend-based format applies an icon that represents the size of the value compared to the rest of the data
Icon Sets	Trend-based format applies a colour that represents the size of the value compared to the rest of the data

Formatting a row with Conditional Formatting:
When applying conditional formatting, you can use formulas that reference other cells. You can use this to format an entire row based on the values in one column. Select all cells where format may apply, select **New Rule > Formula** and apply a mixed reference, e.g. **$B3**.