






CONDITIONAL FORMATTING






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**.

