

Manage Rules in Excel

To view all conditional formatting rules in a workbook, use the Conditional Formatting Rules Manager. You can also use this screen to create, edit and delete rules.

1. Select cell A1.

	A	B
1	81	
2	6	
3	39	
4	43	
5	2	
6	95	
7	5	
8	11	
9	86	
10	57	
11		

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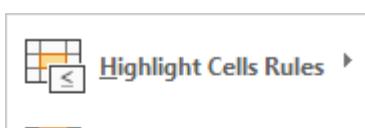
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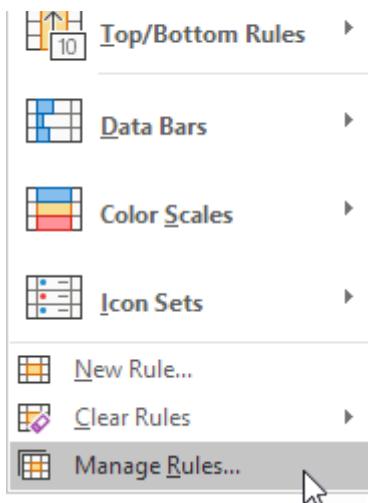
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2. On the Home tab, in the Styles group, click Conditional Formatting.



3. Click Manage Rules.





The Conditional Formatting Rules Manager appears.

A screenshot of the Conditional Formatting Rules Manager dialog box. The title bar says "Conditional Formatting Rules Manager". Below it is a dropdown menu labeled "Show formatting rules for: Current Selection". There are three buttons at the top: "New Rule...", "Edit Rule...", and "Delete Rule...". Below these are two rows of controls: "Rule (applied in order shown)" and "Format". The first row shows a rule "Cell Value > 80" with a green background color and the formula "=\$A\$1:\$A\$10". The second row shows a rule "Cell Value < 20" with a red background color and the formula "=\$A\$1:\$A\$10". At the bottom are "OK", "Close", and "Apply" buttons.

Note: because we selected cell A1, Excel shows the rule applied to the range A1:A10.

4. From the drop-down list, change Current Selection to This Worksheet, to view all conditional formatting rules in this worksheet.

A screenshot of the Conditional Formatting Rules Manager dialog box. The title bar says "Conditional Formatting Rules Manager". Below it is a dropdown menu labeled "Show formatting rules for: This Worksheet". There are three buttons at the top: "New Rule...", "Edit Rule...", and "Delete Rule...". Below these are two rows of controls: "Rule (applied in order shown)" and "Format". The first row shows a rule "Top 1" with a green background color and the formula "=\$E\$1:\$E\$10". The second row shows a rule "Cell Value < 20" with a red background color and the formula "=\$A\$1:\$A\$10". At the bottom are "OK", "Close", and "Apply" buttons.

Note: click New Rule, Edit Rule and Delete Rule to create, edit and delete rules.

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