

1. Conditional Formatting

Use conditional formatting in Excel to automatically highlight cells based on their content. Simply apply a rule or use a formula to determine which cells to format.

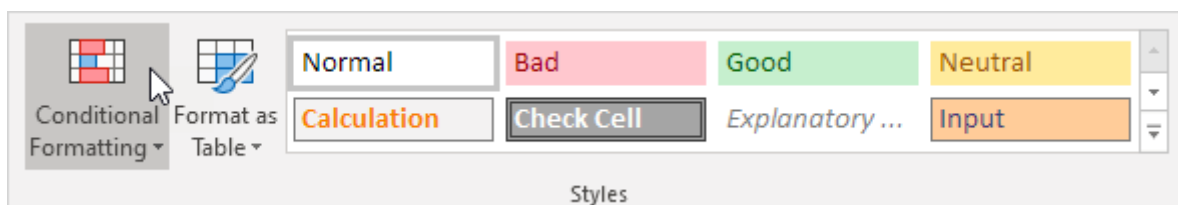
Highlight Cells Rules

To highlight cells that are greater than a value, execute the following steps.

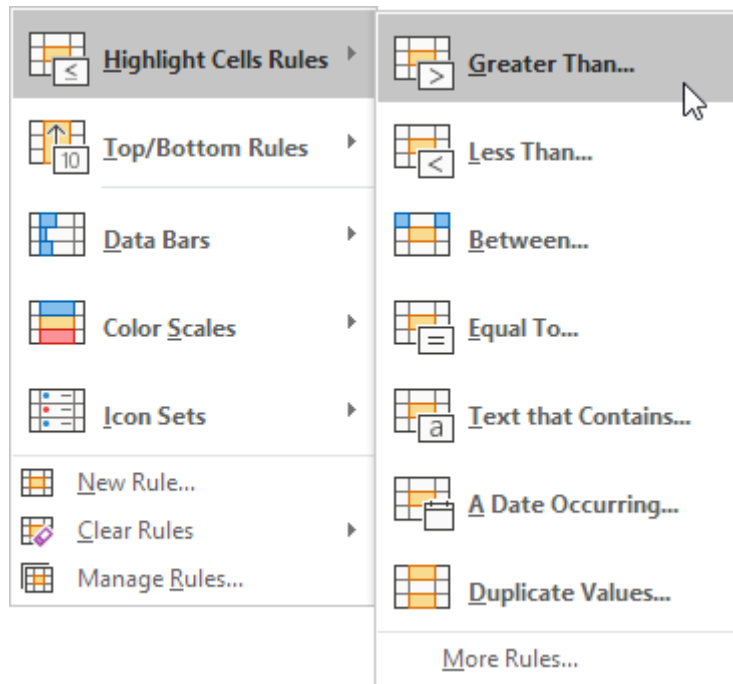
1. Select the range A1:A10.

	A	B
1	14	
2	6	
3	39	
4	43	
5	2	
6	95	
7	5	
8	11	
9	86	
10	57	
11		

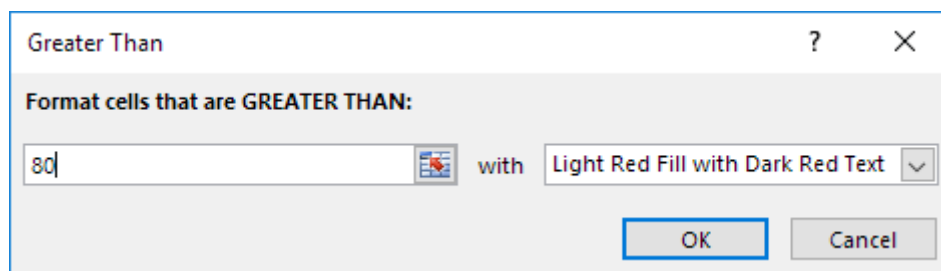
2. On the Home tab, in the Styles group, click Conditional Formatting.



3. Click Highlight Cells Rules, Greater Than.



4. Enter the value 80 and select a formatting style.



5. Click OK.

Result. Excel highlights the cells that are greater than 80.

	A	B
1	14	
2	6	
3	39	
4	43	
5	2	
6	95	
7	5	
8	11	
9	86	
10	57	
11		

6. Change the value of cell A1 to 81.

Result. Excel changes the format of cell A1 automatically.

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

Note: you can also use this category (see step 3) to highlight cells that are less than a value, between two values, equal to a value, cells that contain specific text, dates (today, last week, next month, etc.), [duplicates](#) or unique values.

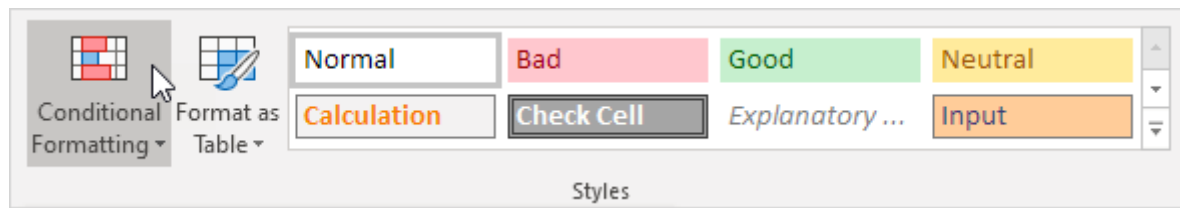
Clear Rules

To clear a conditional formatting rule, execute the following steps.

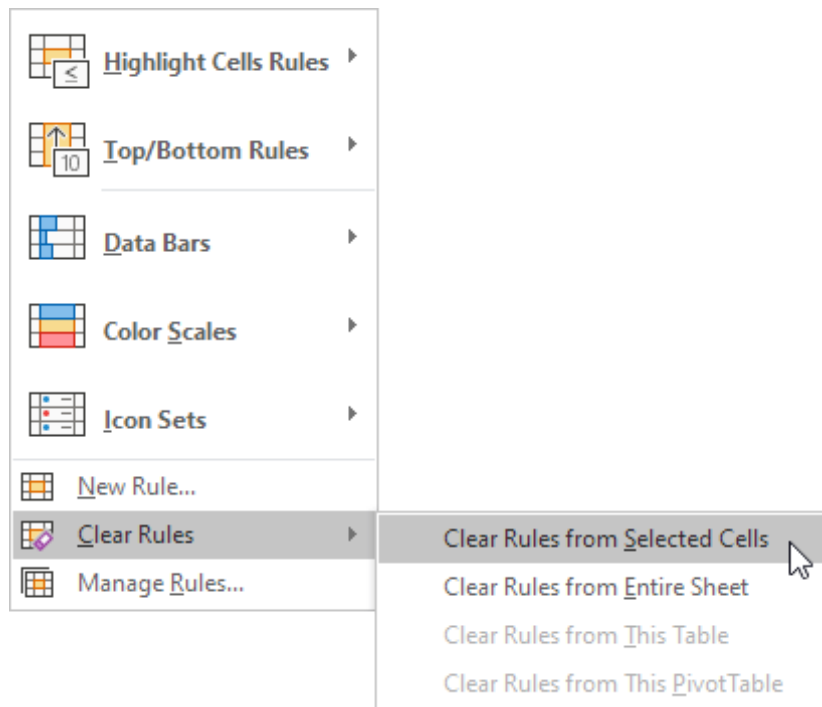
1. Select the range A1:A10.

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

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



3. Click Clear Rules, Clear Rules from Selected Cells.



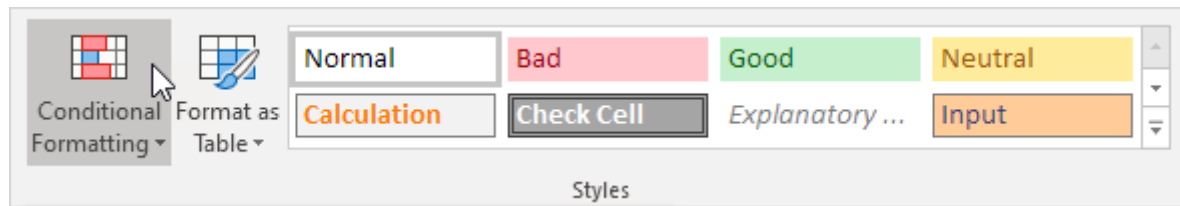
Top/Bottom Rules

To highlight cells that are above average, execute the following steps.

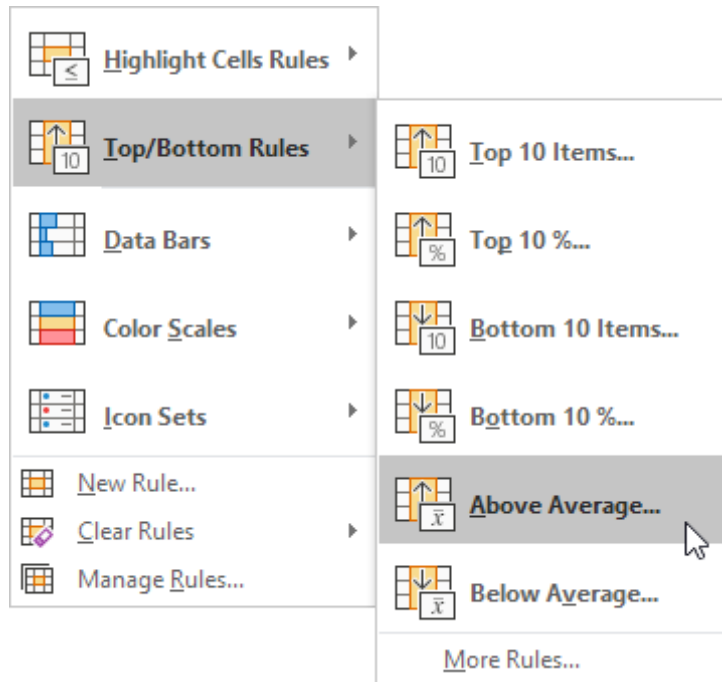
1. Select the range A1:A10.

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

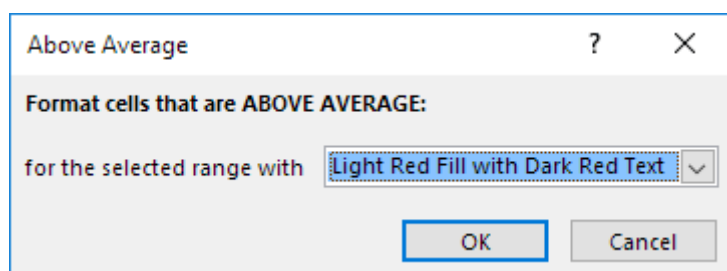
2. On the Home tab, in the Styles group, click Conditional Formatting.



3. Click Top/Bottom Rules, Above Average.



4. Select a formatting style.



5. Click OK.

Result. Excel calculates the average (42.5) and formats the cells that are above this average.

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

Note: you can also use this category (see step 3) to highlight the top n items, the top n percent, the bottom n items, the bottom n percent or cells that are below average.

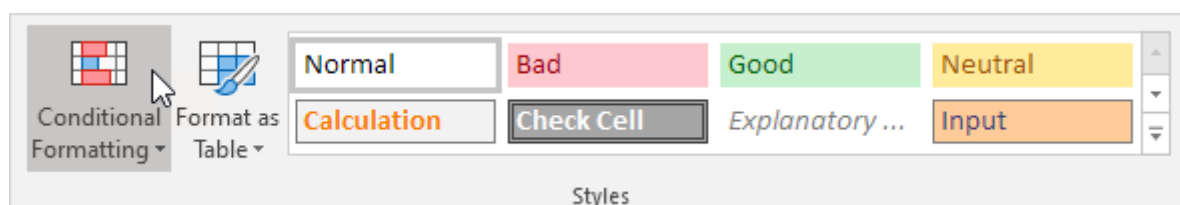
Conditional Formatting with Formulas

Take your Excel skills to the next level and use a formula to determine which cells to format. Formulas that apply conditional formatting must evaluate to TRUE or FALSE.

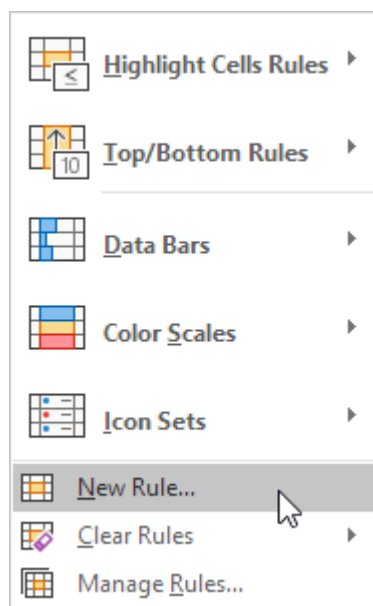
1. Select the range A1:E5.

	A	B	C	D	E	F
1	90	77	33	20	96	
2	59	66	20	61	44	
3	94	99	97	41	52	
4	36	43	70	13	54	
5	15	6	28	28	15	
6						

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



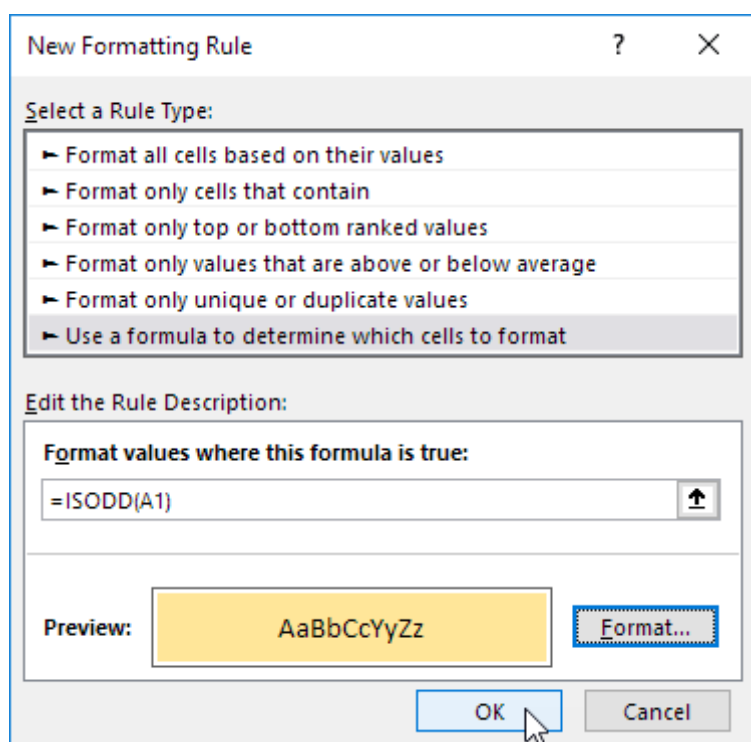
3. Click New Rule.



4. Select 'Use a formula to determine which cells to format'.

5. Enter the formula =ISODD(A1)

6. Select a formatting style and click OK.



Result. Excel highlights all odd numbers.

	A	B	C	D	E	F
1	90	77	33	20	96	
2	59	66	20	61	44	
3	94	99	97	41	52	
4	36	43	70	13	54	
5	15	6	28	28	15	
6						

Explanation: always write the formula for the upper-left cell in the selected range. Excel automatically copies the formula to the other cells. Thus, cell A2 contains the formula =ISODD(A2), cell A3 contains the formula =ISODD(A3), etc.

Here's another example.

7. Select the range A2:D7.

	A	B	C	D	E
1	Last Name	Sales	Country	Quarter	
2	Smith	\$16,753.00	UK	Qtr 3	
3	Johnson	\$14,808.00	USA	Qtr 4	
4	Williams	\$10,644.00	UK	Qtr 2	
5	Jones	\$1,390.00	USA	Qtr 3	
6	Brown	\$4,865.00	USA	Qtr 4	
7	Williams	\$12,438.00	UK	Qtr 1	
8					

8. Repeat steps 2-4 above.

9. Enter the formula =\$C2="USA"

10. Select a formatting style and click OK.

New Formatting Rule ? X

Select a Rule Type:

- Format all cells based on their values
- Format only cells that contain
- Format only top or bottom ranked values
- Format only values that are above or below average
- Format only unique or duplicate values
- Use a formula to determine which cells to format

Edit the Rule Description:

Format values where this formula is true:

= \$C2="USA" ↑

Preview: AaBbCcYyZz Format...

OK Cancel

Result. Excel highlights all USA orders.

	A	B	C	D	E
1	Last Name	Sales	Country	Quarter	
2	Smith	\$16,753.00	UK	Qtr 3	
3	Johnson	\$14,808.00	USA	Qtr 4	
4	Williams	\$10,644.00	UK	Qtr 2	
5	Jones	\$1,390.00	USA	Qtr 3	
6	Brown	\$4,865.00	USA	Qtr 4	
7	Williams	\$12,438.00	UK	Qtr 1	
8					

Explanation: we fixed the [reference](#) to column C by placing a \$ symbol in front of the column letter (\$C2). As a result, cell B2, C2 and cell D2 also contain the formula = \$C2="USA", cell A3, B3, C3 and D3 contain the formula = \$C3="USA", etc.

Color Scales

Use awesome color scales to assign different colors to different values. This allows you to quickly identify high and low points in your dataset.

