How to highlight a Row that has blank data in a cell - Office 2013 Tutorial

1   Introduction. - How to highlight a Row that has blank data in a cell - Office 2013

What we are going to do is create a new Excel sheet, creating some headings in an Excel sheet. Input some customer data and create a Conditional formatting rule to highlight all the rows that have a Postcode with empty data in it as yellow.

1.1   How to Start Excel.

1.   On the **Keyboard**, press the ***windows key*** ⊞ in between ctrl and alt button on the left hand side of the keyboard and the letter *the letter r* at the same time.
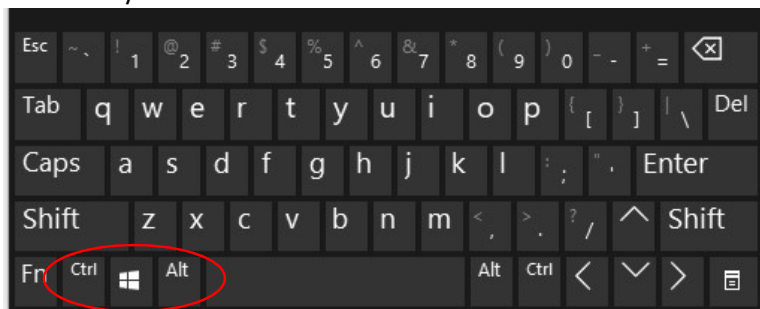
2.   **Type** the word ***Excel.exe*** then press the enter button on keyboard, this will start Excel with a new Blank Sheet, **"Sheet 1"**

1.2   How to create Headings for your data record set.

1.   Using the **Mouse** move the cursor over cell A1 and **Click** in Cell ***A1***.

2.   **Type** the word **"Name"** in cell A1.

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3. On the **Keyboard**, **press** the *Right arrow key* on the keyboard to accept Changes.
4. Then **Type** the following in each of the cells pressing the **Right arrow key** after each item in the list below for your headings;

- Address
- Post Code

Note: in the Excel sheet you will see Column A, Column B, Column C, with the headings data you have just typed.

1.3   How to Input Data Into Excel Sheet Start From Cell A2.
1. Using the **mouse** pointer *move* the **mouse** to cell *Column A2*.
2. Then **click** in cell *A2*.

3. **Type** your *Full Name*, then **press** the *right arrow key* on the Keyboard to accept changes in the cell.

4. **Enter** your *Address* in the next cell which should be Cell B2 then press the right mouse button on the keyboard.

5. In cell C2 enter your post code then press the right arrow key.

| C2 | ▼ | ⋮ | ✕ ✓ f_x | 3000 |

	A	B	C	D
1	Name	Address	Postcode	
2	Shannon S	116 / 68 La	3000	

1.3.1 Repeat entering more data - More Input Data.

1. Repeat the previous task 1.3 for a second customer click Column cell A3 to start inputting your data, this time leaving out the post code for row 3. Make up a Name and Address.

Cell A3   **Made up Name, address and empty post code**

| A3 | ▼ | ⋮ | ✕ ✓ f_x | |

	A	B	C	D
1	Name	Address	Postcode	
2	Shannon S	116 / 68 La	3000	
3				

| A3 | ▼ | ⋮ | ✕ ✓ f_x | Joe Bloggs |

	A	B	C	D	E
1	Name	Address	Postcode		
2	Shannon S	116 / 68 La	3000		
3	Joe Bloggs	12 Hith Str			

2. Repeat the previous task 1.3 for a second customer click Column cell A4 to start inputting your data, this time enter a post code for row 4.

Cell A4   **Made up Name, address and post code**

| A4 | ▼ | ⋮ | ✕ ✓ f_x | |

	A	B	C	D
1	Name	Address	Postcode	
2	Shannon S	116 / 68 La	3000	
3	Joe Bloggs	12 Hith Str		
4				
5				

| A4 | ▼ | ⋮ | ✕ ✓ f_x | Joe Black |

	A	B	C	D	E
1	Name	Address	Postcode		
2	Shannon S	116 / 68 La	3000		
3	Joe Bloggs	12 Hith Str			
4	Joe Black	1 Main Str	3074		

1.4   Create a Conditional formatting rule to highlight all the rows that have a Postcode with empty data in it as yellow.

1.4.1   How to create a highlighted data selection record set.

To create a Conditional formatting rule you will need to make a data selection.

1. To make a data selection form your inputted data Click on Cell A2.
2. On the **Keyboard** hold down the *CTRL* key, *Shift*, then **press** the *arrow down button* to highlight all the column data till the last blank field then release all the keys.

3. On the **Keyboard** hold down the *Ctrl* key, *Shift* Key then **press** the *right butto*n to highlight all the rows and release. This will complete the data selection record set process.
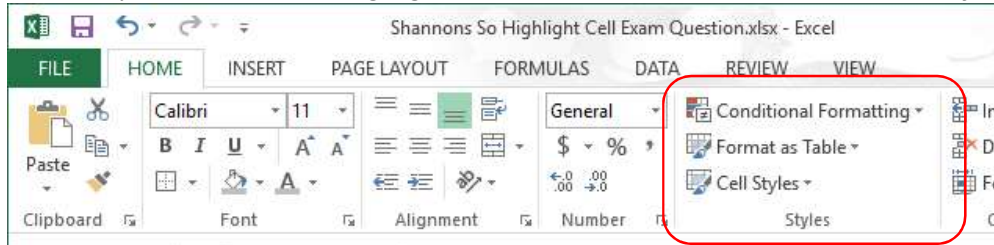
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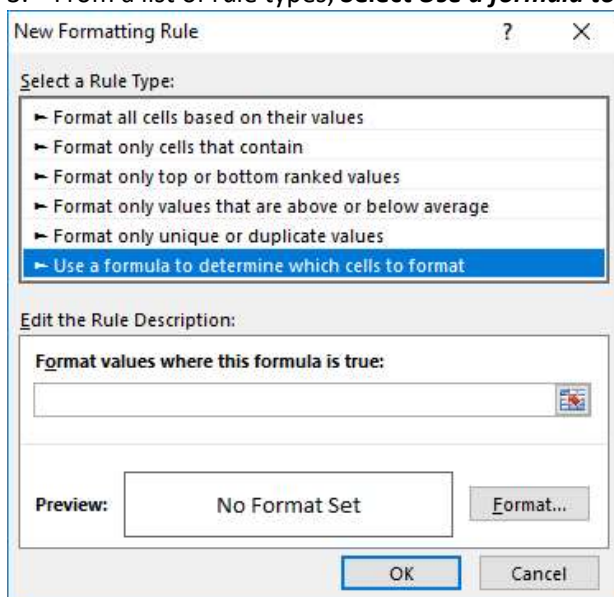### 1.4.2 Create a Conditional formatting rule.

1. With your selection data highlighted from the **menu** click *Home*, then in the *Styles Section*,

2. **Click** the *Triangle* next to the word *Conditional Formatting* to bring up the Conditional Formatting Dialog box. **Select** and **click** *New Rule.*
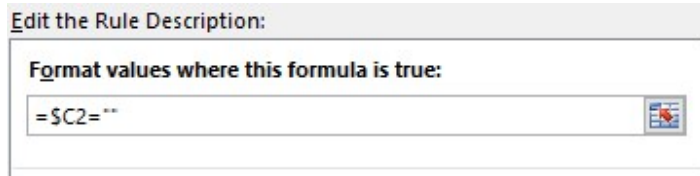

3. From a list of rule types, **Select** *Use a formula to determine which cells to format*.

4. In the *Format values where this formula is true* text box type the following;
=$C2=""

Edit the Rule Description:

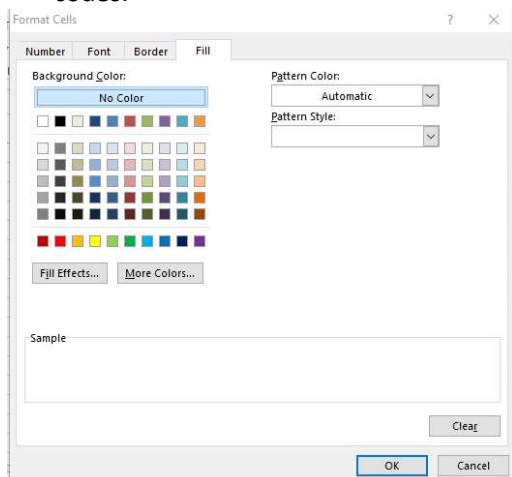Format values where this formula is true:

=$C2=""

Note: This rule is based on column 3 POST CODE which is Column C and the first data cell is 2. That is why in the formula bar we have C2;

$ is in front of C2 because we want to lock column reference. (For auto filling),

"" in excel means empty or blank cell data,

= sign tells excel that we want to put a formula in.

5. **Click** the *Format* Button to select what color we want to highlight the cells that have empty post codes.

Format Cells

Number | Font | Border | **Fill**

Background Color:

No Color

Pattern Color:
Automatic

Pattern Style:

Fill Effects...   More Colors...

Sample

Clear

OK   Cancel

6. **Click** the *Fill tab* to view what colors are available.

Format Cells   ?

Number   Font   Border   Fill

Background Color:

No Color

Pattern Color:
Automatic

Pattern Style:

7. **Click** the *Color Yellow* then **Click** the *o*k Button to close Format Cells Dialog box.

8. Then in the Edit Formatting Rule Dialog box **Click** the *ok* Button to accept settings and Close Dialog Box to save formula typed.
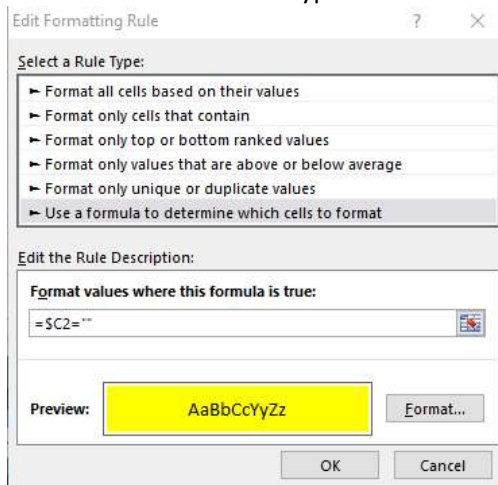
You should now see all the rows that have a Post code cell that is empty highlighted yellow.