

Using the Conditional Formatting Function in Excel

Conditional Formatting allows you to format other cells based on a specific value. This can be a quick way of identifying especially high or low values in a large spreadsheet.

Step 1: Click any cell in your spreadsheet.

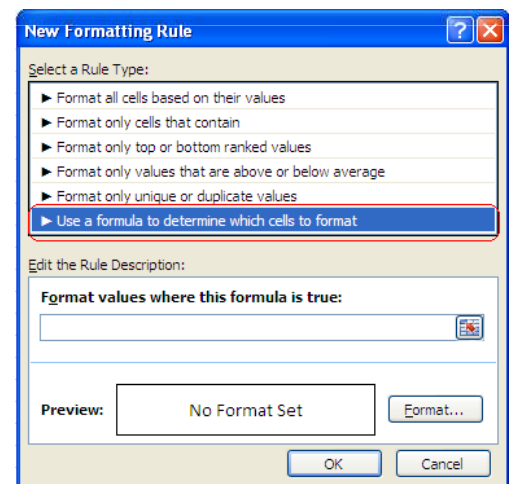
Step 2: Under the “Home” tab, click the Conditional Formatting icon.



Step 3: A menu bar will drop down. In that menu bar, select “New Rule.”



Step 4: After clicking “New Rule,” a pop-up window will appear.



Select “Use a Formula to determine which cells to format.”

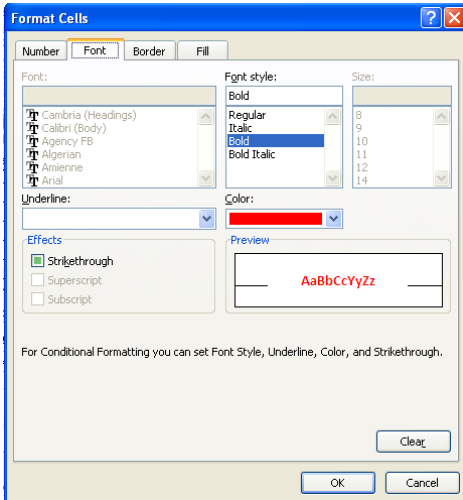
Step 5: Under “Format Values where this formula is true,” type in your formula.

In our example, we want to format any cell with a value less than 400.

Format values where this formula is true:

=B2<400



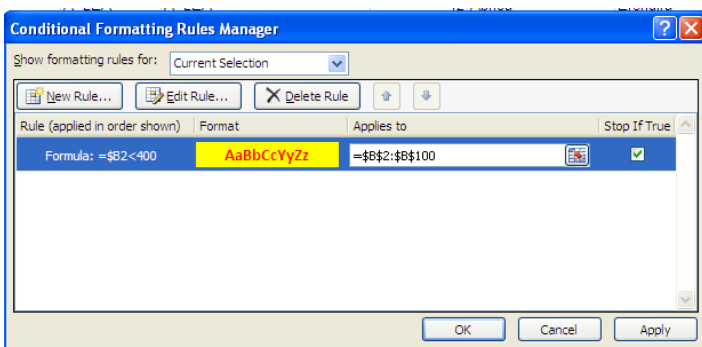
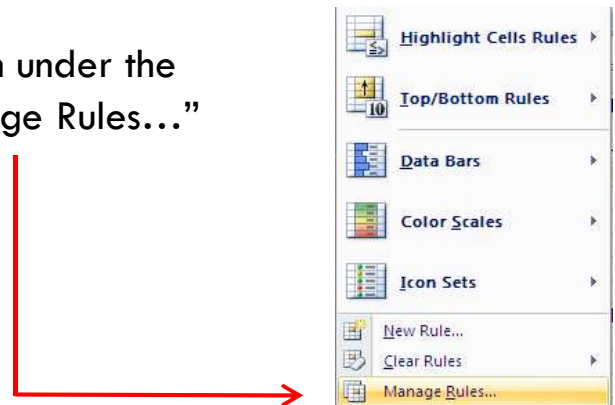


Step 6: Select the “Format...” button. A format window will pop up. You will choose your formatting here.

For this example, we will bold the font and change it to a red color, and also fill the background with yellow.

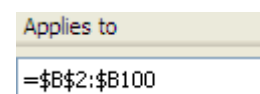
Step 7: When you’ve selected your formatting, click OK. Then, click OK for the formatting rule window.

Step 8: Select the Conditional Formatting icon under the “Home” tab again, but this time select “Manage Rules...” from the drop-down.



Step 9: A new window will open.

In the “Applies to” field, select the cells in the worksheet you want formatted per the rule you created.

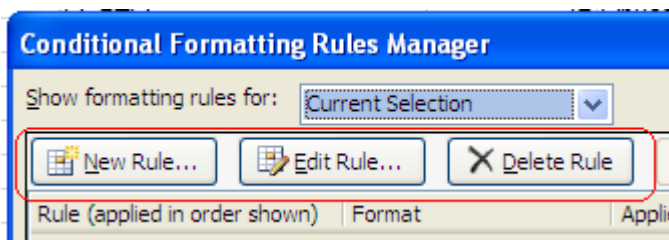


Step 10: Click “Apply” and “OK” in the “Rules Manager” window.

The selected cells that return a true value to the rule will now be formatted.



1	ELA Scale Score
2	410
3	
4	
5	328
6	
7	
8	
9	240
10	
11	375
12	306
13	279
14	
15	



Step 11: Add, edit, or delete formatting rules as needed by selecting any of these buttons in the “Rules Manager” window.