

Conditional Formatting

For this section you will work in the table you just formatted, but first look at the “Cond. Format Finish Tab.”

Start in the “Table Format Finish” tab. We are going to create 4 different conditional formatting rules

1. Format font based on cell value
2. Highlight cells based on cell value
3. Add data bars that reflect cell values
4. Use a formula to format cells

- **Format font based on cell values**

- Highlight the data in column J
- On the home tab, click Conditional Formatting → New Rule → Format Cells that Contain
 - Choose “Cell Value”, “Greater than or equal to”, “50”
 - Click the “Format” button and change the font color to red, click ok, then ok again
- To view the rule you just created:
 - Click on Conditional Formatting → Manage Rules
 - You will see a rule for “Cell Value >= 51”, then format font red

- **Highlight cells based on cell value (red, yellow, and green)**

- Highlight the data in column E
- On the home tab, click Conditional Formatting → New Rule → Format Cells that Contain
 - Choose “Cell Value”, “Between”, “0 and .25”
 - Click the “Format” button and change the cell fill color to green, click ok, then ok again
- Use the same process to create a new rule for yellow and red highlighting
 - Yellow: between .251 and .5
 - Red: >.5
- To view the rule you just created:
 - Click on Conditional Formatting → Manage Rules
 - You will see three rules for the column E data

- **Add data bars that reflect cell values**

- Insert a new column to the left of column F to show data bars for percentages
 - Highlight column F (ctrl + shift + space)
 - Add new column (ctrl + shift + “+”)
- Copy the data from column E into the new column (F)
- Highlight the data in column F and on the home tab, click Conditional Formatting → New Rule → Format Cells based on their values
 - In the Format Style menu, choose “Data Bars”
 - Check the box for “Show Bar Only”

- **Use a formula to format cells** (format row of data bold if grade = 3, 8 or 10)

- Highlight all the data in the table, except the grand total row
- Click Conditional Formatting → New Rule → Use a formula to determine which cells to format
- In the formula box, click the blue box with the red arrow to select a cell → choose cell C4
 - Remove the \$ before the 4
- Your formula should look like this: =OR(\$C4=3,\$C4=8,\$C4=10)
- Click the gray Format button and choose to format the font bold when the formula is true
- Click ok and ok again to apply the format