

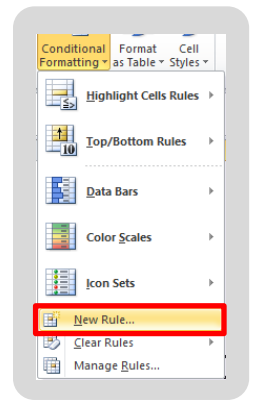
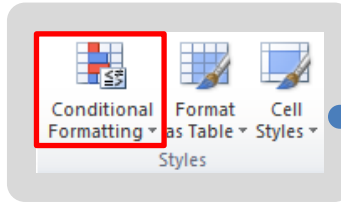
Conditional Formatting

1

Highlight the cells you want to format

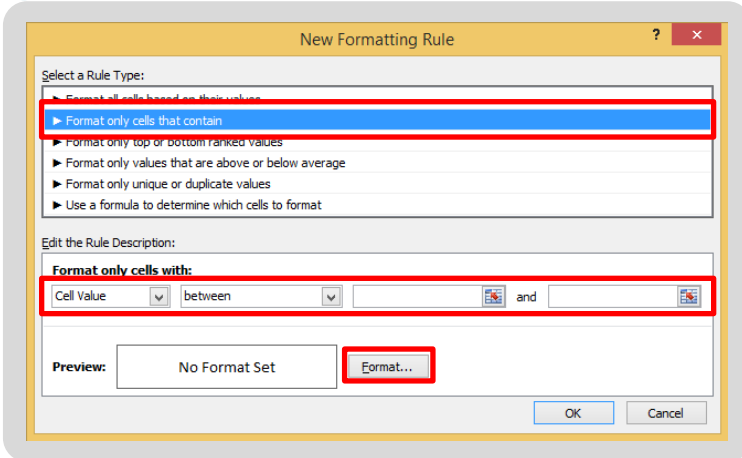
2

Open the conditional formatting rule manager window



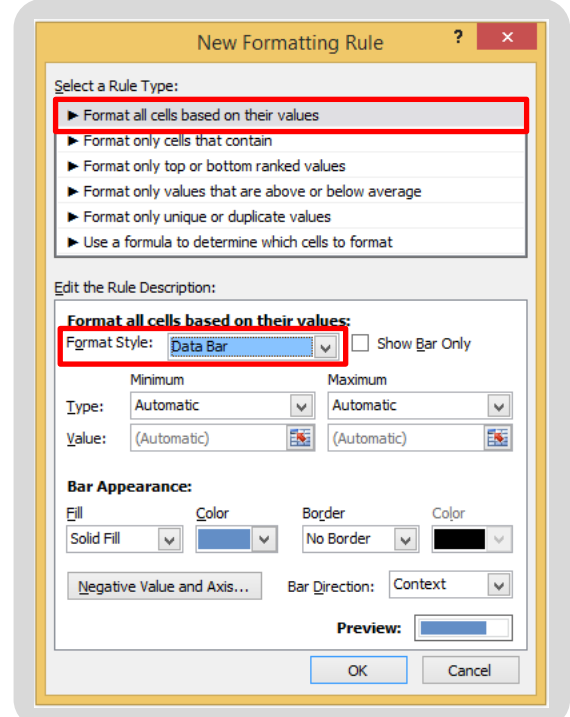
3a

Format Cells that Contain Ranges of Values



3b

Add Data bars that reflect Values



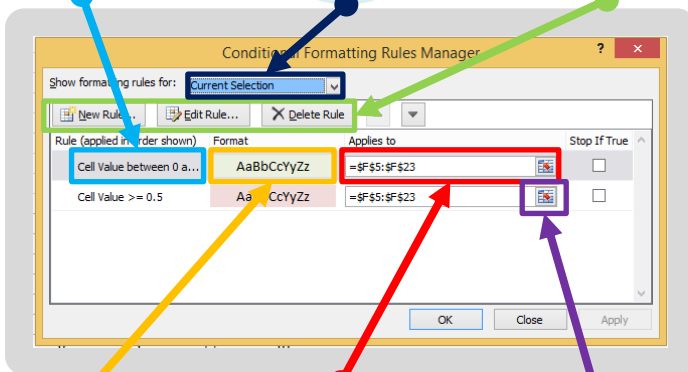
4

Manage your Conditional Formatting Rules

Summary of the Rule

Manage rules in:
• Selection
• Sheet
• Workbook

Click to Create, Edit, or Delete rule



Format that will be applied

Range of cells to which format will be applied

Click to choose the range of cells

3c

Format Cells Based on a Formula

