# How to Use Conditional Formatting in Excel?

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Conditional formatting is used to pick out important data from a huge list of data. Though it is a little difficult to use, knowing the basics can help us in whatever project we are working on.

We can use conditional formatting in many ways. Following are the two ways of using conditional formatting.

1. Conditional Formatting in Same Cell
2. Conditional Formatting in Multi Cell

# I Conditional Formatting in Same Cell

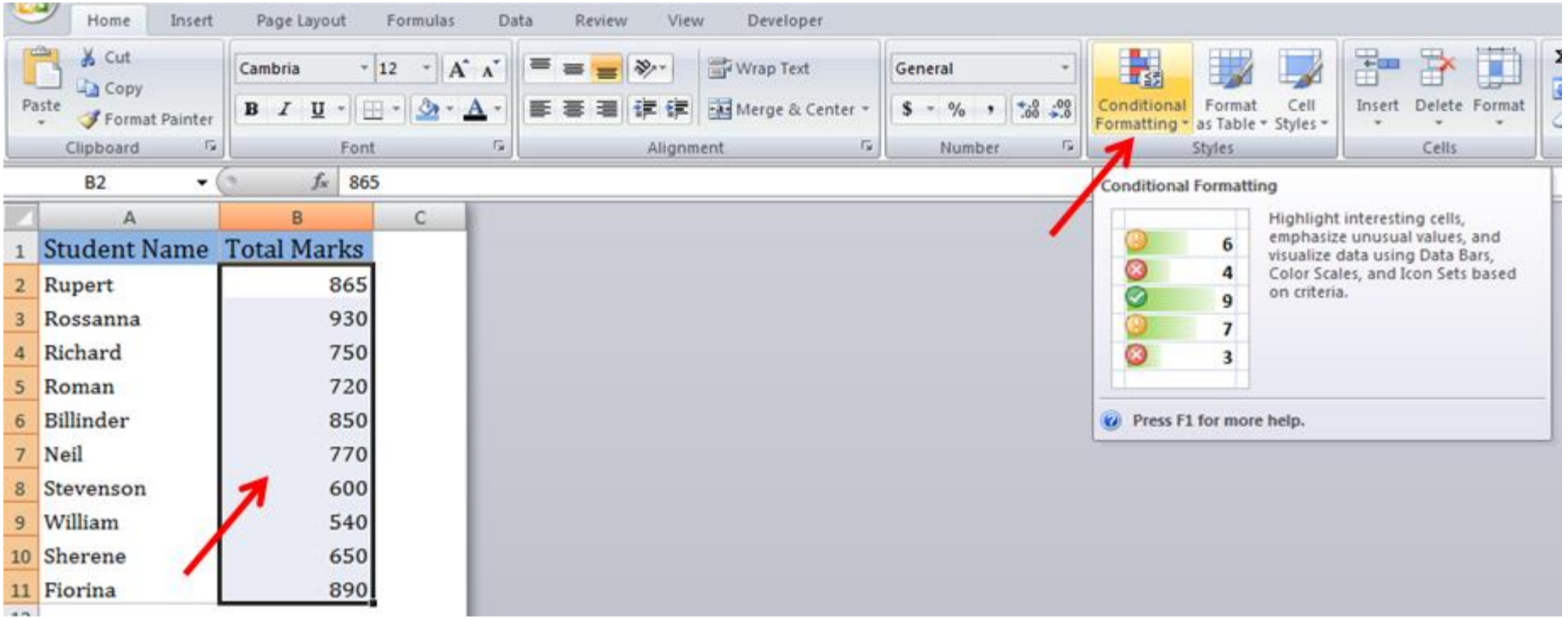
We can use this option, when we have to apply formats to the same cell. Let us take the example below to apply formats based on required conditions.

| | A | B |
|---|---|---|
| 1 | Student Name | Total Marks |
| 2 | Rupert | 865 |
| 3 | Rossanna | 930 |
| 4 | Richard | 750 |
| 5 | Roman | 720 |
| 6 | Billinder | 850 |
| 7 | Neil | 770 |
| 8 | Stevenson | 600 |
| 9 | William | 540 |
| 10 | Sherene | 650 |
| 11 | Fiorina | 890 |

In column B of the above picture, the total marks of the students are displayed, we can identify the marks less than 700 and greater than 700 quickly by applying conditional formatting on column B.

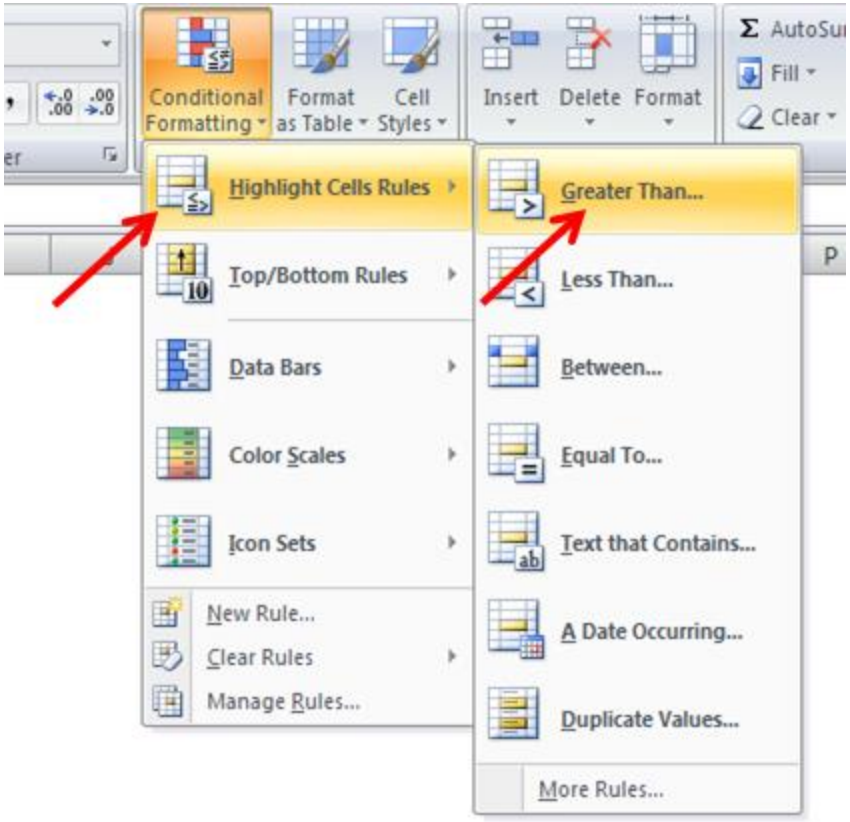
## Conditional formatting for the values Greater than 700.

1 Select the cells to format and select **Conditional Formatting** from **Home** menu.



2

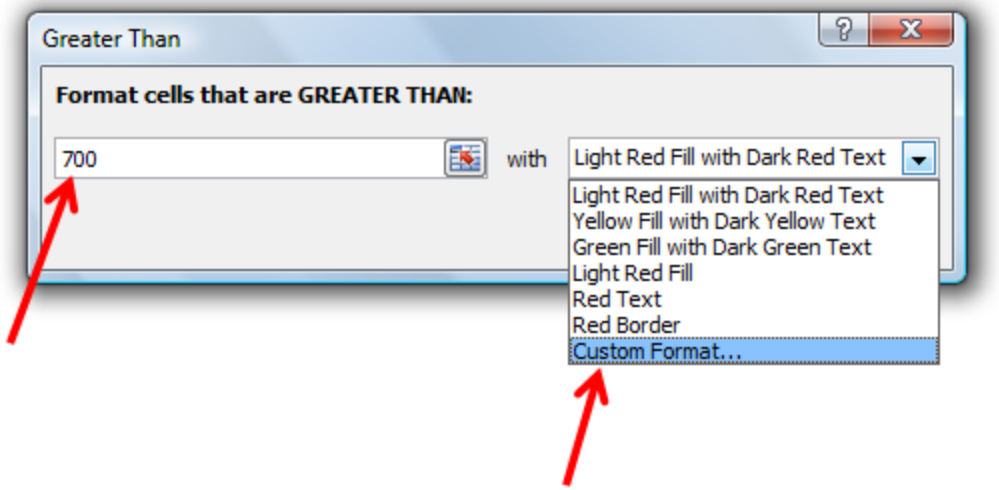
Select **Highlight Cells Rules** and select **Greater Than** from the drop down.



3

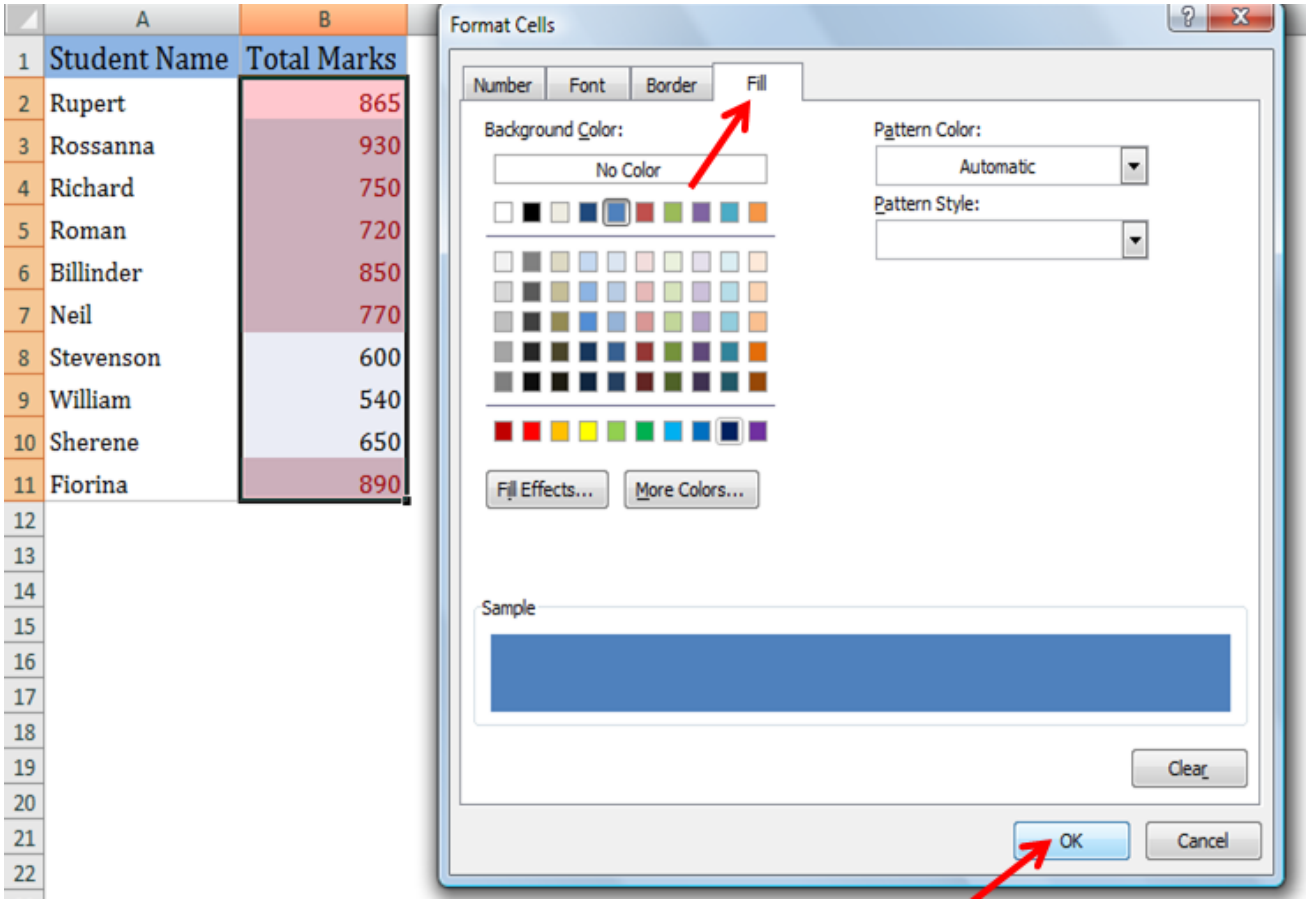
Enter the number in the box provided for "**Format cells that are GREATER THAN**:", and select '**Custom Format**'.

| | A | B |
|---|---|---|
| 1 | Student Name | Total Marks |
| 2 | Rupert | 865 |
| 3 | Rossanna | 930 |
| 4 | Richard | 750 |
| 5 | Roman | 720 |
| 6 | Billinder | 850 |
| 7 | Neil | 770 |
| 8 | Stevenson | 600 |
| 9 | William | 540 |
| 10 | Sherene | 650 |
| 11 | Fiorina | 890 |
| 12 | | |



4

Select **Fill** from Format Cells, Select a required color from **Background color** and select **OK**.



5 The picture shows the result after applying Conditional Formatting.

| | A | B |
|---|---|---|
| 1 | Student Name | Total Marks |
| 2 | Rupert | 865 |
| 3 | Rossanna | 930 |
| 4 | Richard | 750 |
| 5 | Roman | 720 |
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| 7 | Neil | 770 |
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| 9 | William | 540 |
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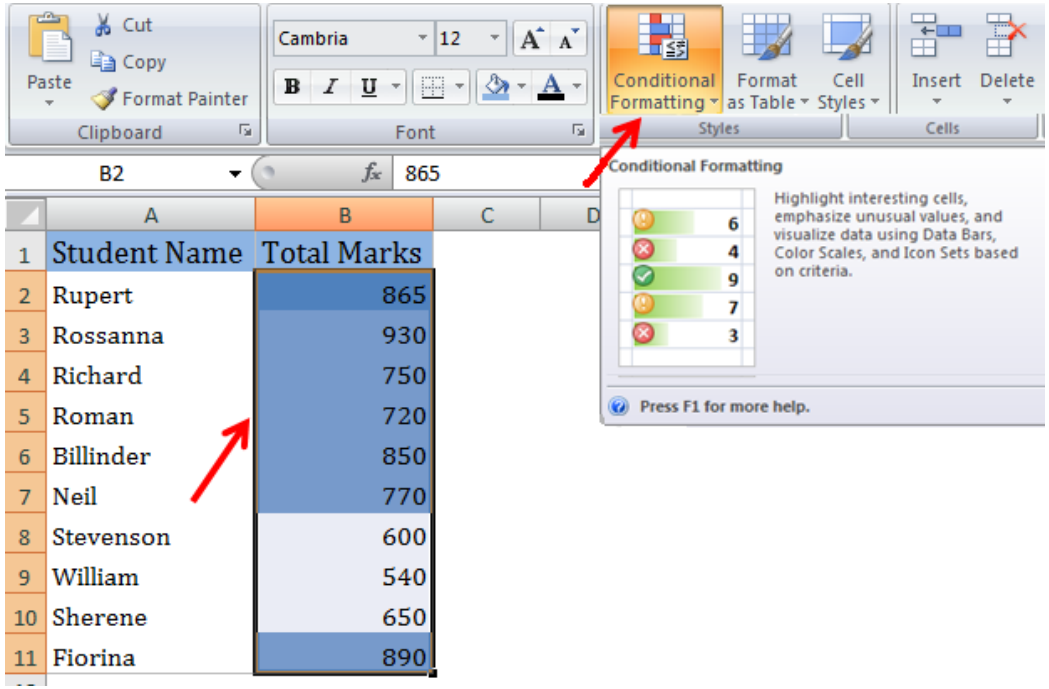
**Conditional formatting for the values less than 700.**

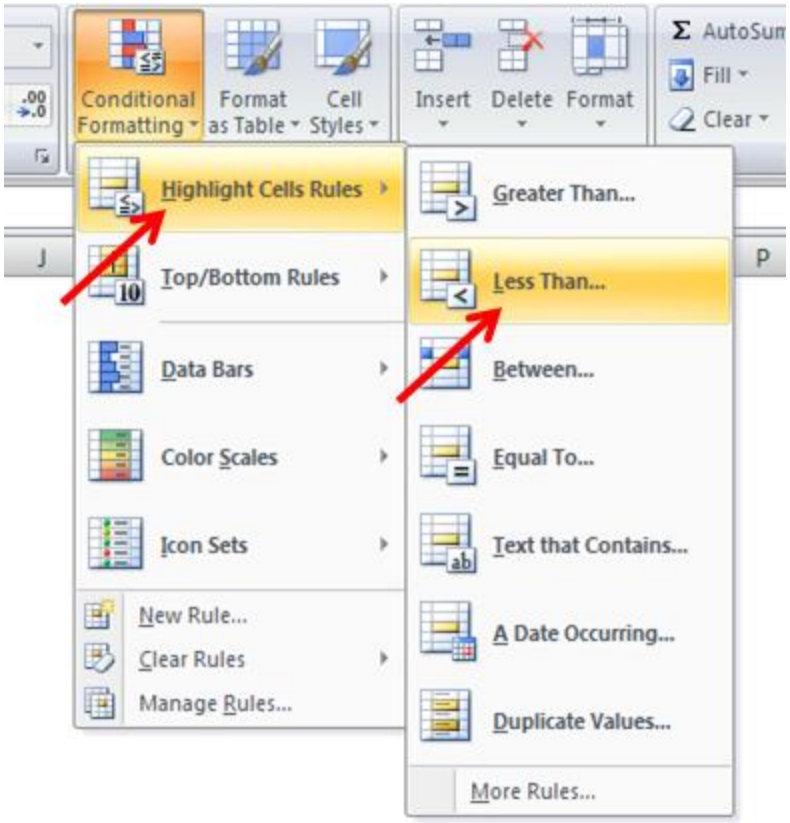
Select the cells which have to be formatted, select **Conditional Formatting** from **Home** menu, Select **Highlight Cells Rules** and select **Less Than.**

1

Select the cells to format and select **Conditional Formatting** from **Home** menu.

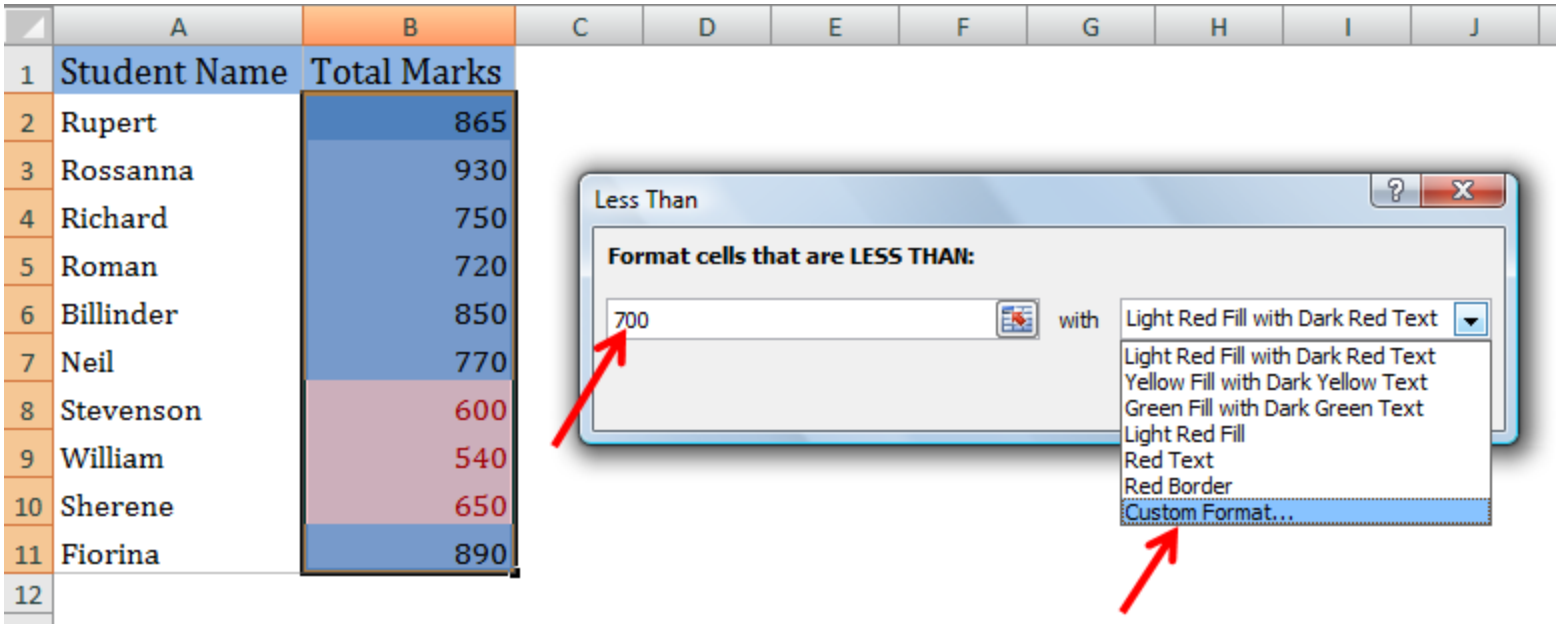


2 Select **Highlight Cells Rules** and select **Less Than** from the drop down.



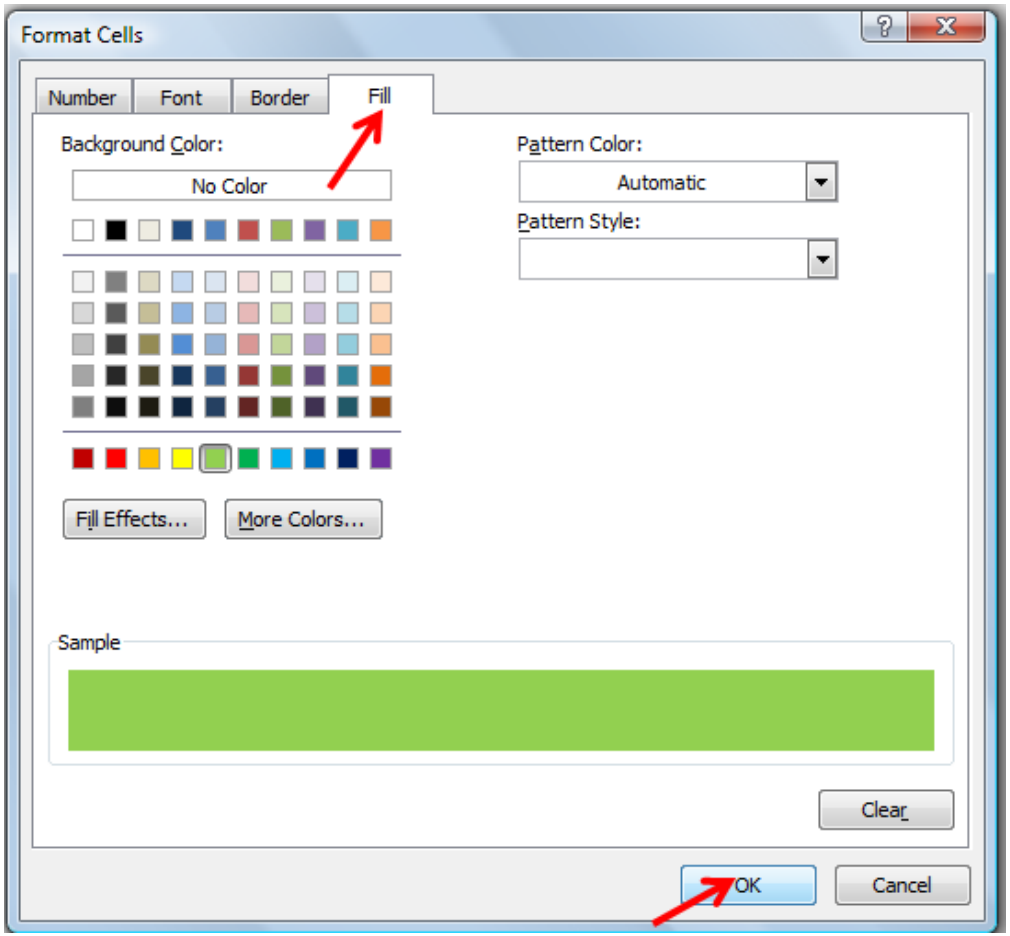
3

Enter the number in the box provided for "**Format cells that are LESS THAN**:", and select '**Custom Format**'.



| | A | B |
|---|---|---|
| 1 | Student Name | Total Marks |
| 2 | Rupert | 865 |
| 3 | Rossanna | 930 |
| 4 | Richard | 750 |
| 5 | Roman | 720 |
| 6 | Billinder | 850 |
| 7 | Neil | 770 |
| 8 | Stevenson | 600 |
| 9 | William | 540 |
| 10 | Sherene | 650 |
| 11 | Fiorina | 890 |
| 12 | | |

4 Select **Fill** from Format Cells, Select a required color from **Background color** and select **OK**.



5 The picture shows the result after applying Conditional Formatting.

| | A | B |
|---|---|---|
| 1 | Student Name | Total Marks |
| 2 | Rupert | 865 |
| 3 | Rossanna | 930 |
| 4 | Richard | 750 |
| 5 | Roman | 720 |
| 6 | Billinder | 850 |
| 7 | Neil | 770 |
| 8 | Stevenson | 600 |
| 9 | William | 540 |
| 10 | Sherene | 650 |
| 11 | Fiorina | 890 |

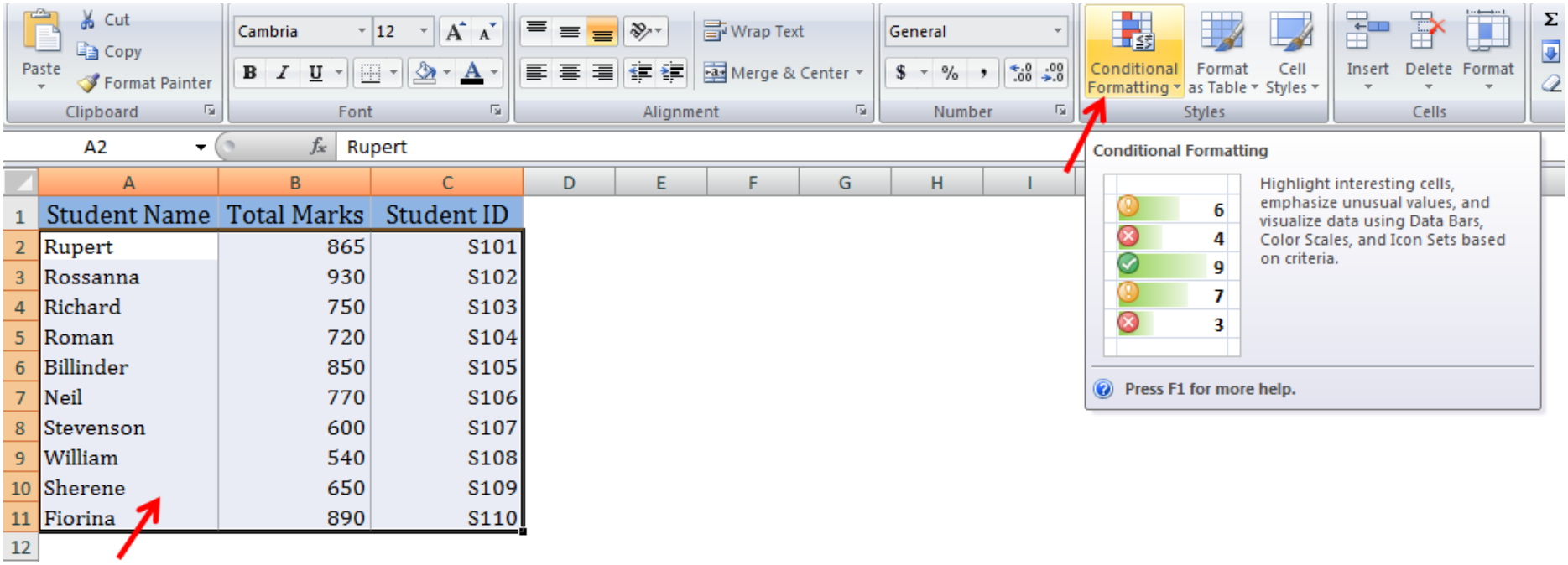
# II Conditional Formatting in Multi cell

This option is used to apply formats to more than one cell based on one value. Let us take the example below to apply formats based on required conditions.

| | A | B | C |
|---|---|---|---|
| 1 | Student Name | Total Marks | Student ID |
| 2 | Rupert | 865 | S101 |
| 3 | Rossanna | 930 | S102 |
| 4 | Richard | 750 | S103 |
| 5 | Roman | 720 | S104 |
| 6 | Billinder | 850 | S105 |
| 7 | Neil | 770 | S106 |
| 8 | Stevenson | 600 | S107 |
| 9 | William | 540 | S108 |
| 10 | Sherene | 650 | S109 |
| 11 | Fiorina | 890 | S110 |

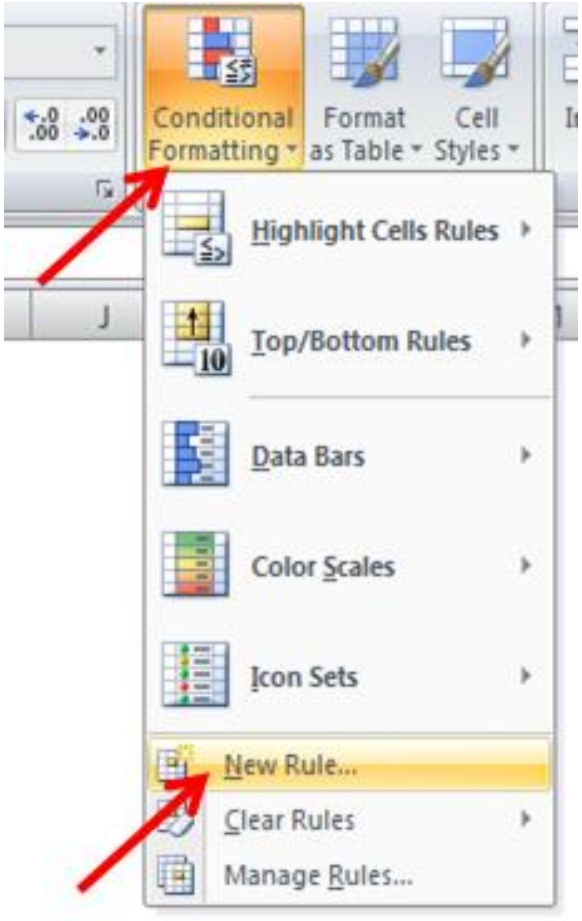
1

Select the cells to format and select **Conditional Formatting** from **Home** menu.



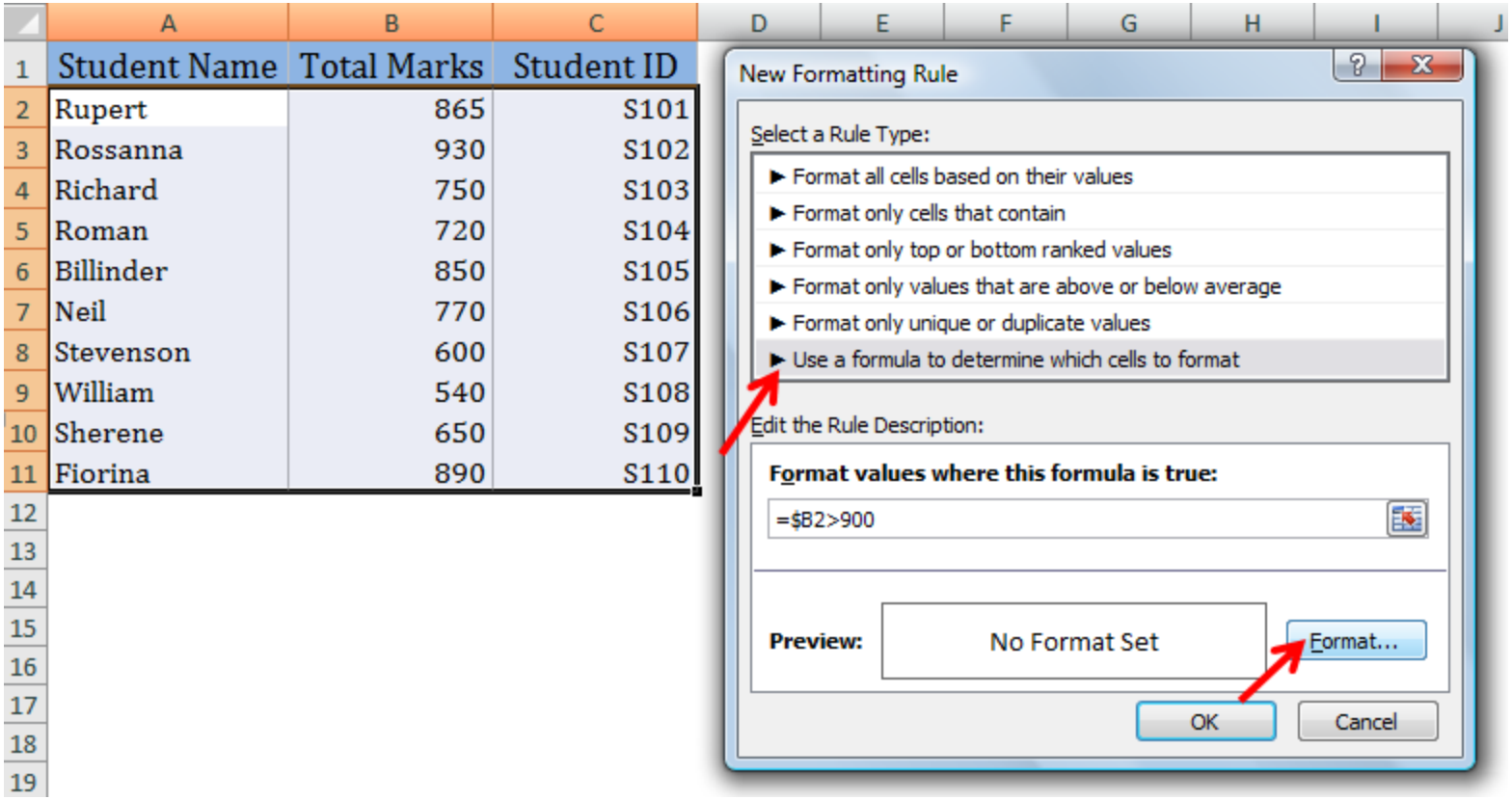

| | A | B | C |
|---|---|---|---|
| 1 | Student Name | Total Marks | Student ID |
| 2 | Rupert | 865 | S101 |
| 3 | Rossanna | 930 | S102 |
| 4 | Richard | 750 | S103 |
| 5 | Roman | 720 | S104 |
| 6 | Billinder | 850 | S105 |
| 7 | Neil | 770 | S106 |
| 8 | Stevenson | 600 | S107 |
| 9 | William | 540 | S108 |
| 10 | Sherene | 650 | S109 |
| 11 | Fiorina | 890 | S110 |
| 12 | | | |

2 Select **New Rule** from the menu.

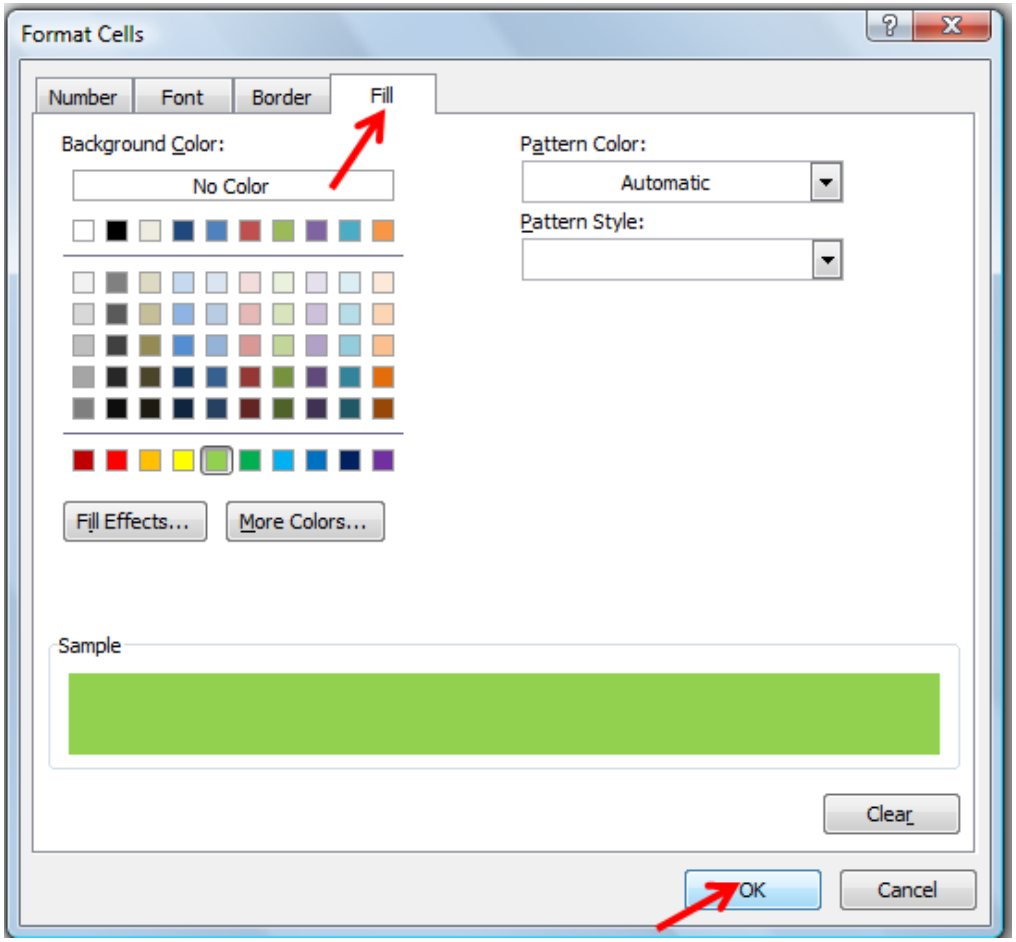


3

Select **Use a formula to determine which cells to format** from **New Formatting Rule** window, enter the formula in the box provided for "**Format values where this formula is true:** , and select **Format**.



4 Select **Fill** from Format Cells, Select a required color from **Background color** and select **OK**.



5 The picture shows the result after applying Conditional Formatting.

| | A | B | C |
|---|---|---|---|
| 1 | Student Name | Total Marks | Student ID |
| 2 | Rupert | 865 | S101 |
| 3 | Rossanna | 930 | S102 |
| 4 | Richard | 750 | S103 |
| 5 | Roman | 720 | S104 |
| 6 | Billinder | 850 | S105 |
| 7 | Neil | 770 | S106 |
| 8 | Stevenson | 600 | S107 |
| 9 | William | 540 | S108 |
| 10 | Sherene | 650 | S109 |
| 11 | Fiorina | 890 | S110 |

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## Who We Are ?

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