



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.



The screenshot shows the Microsoft Excel interface. The 'Home' tab is selected on the ribbon. The 'Conditional Formatting' button in the 'Styles' group is highlighted with a red arrow. Below the ribbon, a table with two columns, 'Student Name' and 'Total Marks', is displayed. The 'Total Marks' column is highlighted with a red arrow. A 'Conditional Formatting' task pane is open on the right, showing a list of values and their corresponding status icons.

Student Name	Total Marks
Rupert	865
Rossanna	930
Richard	750
Roman	720
Billinder	850
Neil	770
Stevenson	600
William	540
Sherene	650
Fiorina	890

Conditional Formatting

Highlight interesting cells, emphasize unusual values, and visualize data using Data Bars, Color Scales, and Icon Sets based on criteria.

Press F1 for more help.

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	C	D	E	F	G	H	I	J	K
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											

Greater Than

Format cells that are GREATER THAN:

700 with Light Red Fill with Dark Red Text

- Light Red Fill with Dark Red Text
- Yellow Fill with Dark Yellow Text
- Green Fill with Dark Green Text
- Light Red Fill
- Red Text
- Red Border
- Custom Format...

4

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

Student Name	Total Marks
Rupert	865
Rossanna	930
Richard	750
Roman	720
Billinder	850
Neil	770
Stevenson	600
William	540
Sherene	650
Fiorina	890

The screenshot shows the 'Format Cells' dialog box with the 'Fill' tab selected. The 'Background Color' section displays a color palette with a blue color selected. The 'Pattern Color' is set to 'Automatic' and the 'Pattern Style' is set to 'None'. The 'OK' button is highlighted with a red arrow.

5

The picture shows the result after applying Conditional Formatting.

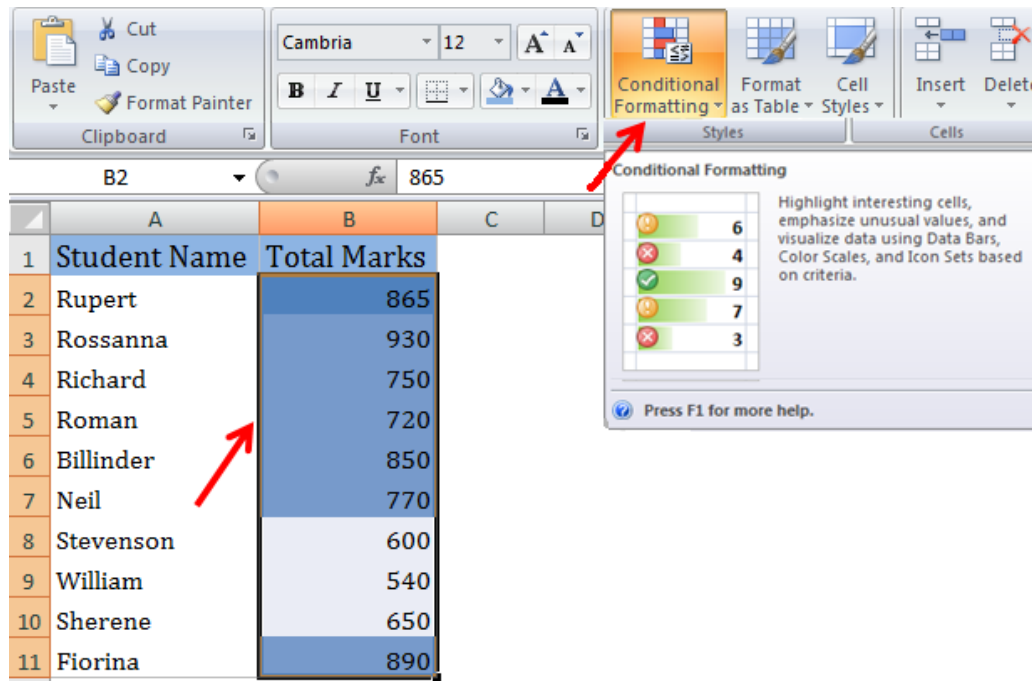
	A	B
1	Student Name	Total Marks
2	Rupert	865
3	Rossanna	930
4	Richard	750
5	Roman	720
6	Billinder	850
7	Neil	770
8	Stevenson	600
9	William	540
10	Sherene	650
11	Fiorina	890

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.



The screenshot shows the Excel interface with the 'Home' ribbon selected. The 'Conditional Formatting' button in the 'Styles' group is highlighted with a red arrow. Below the ribbon, a table of student marks is displayed. The 'Total Marks' column is selected, and a red arrow points to it. To the right, the 'Conditional Formatting' task pane is open, showing a list of rules with values 6, 4, 9, 7, and 3, each with a corresponding icon.

Student Name	Total Marks
Rupert	865
Rossanna	930
Richard	750
Roman	720
Billinder	850
Neil	770
Stevenson	600
William	540
Sherene	650
Fiorina	890

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	C	D	E	F	G	H	I	J
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										

Less Than

Format cells that are LESS THAN:

700

with

Light Red Fill with Dark Red Text

Light Red Fill with Dark Red Text

Yellow Fill with Dark Yellow Text

Green Fill with Dark Green Text

Light Red Fill

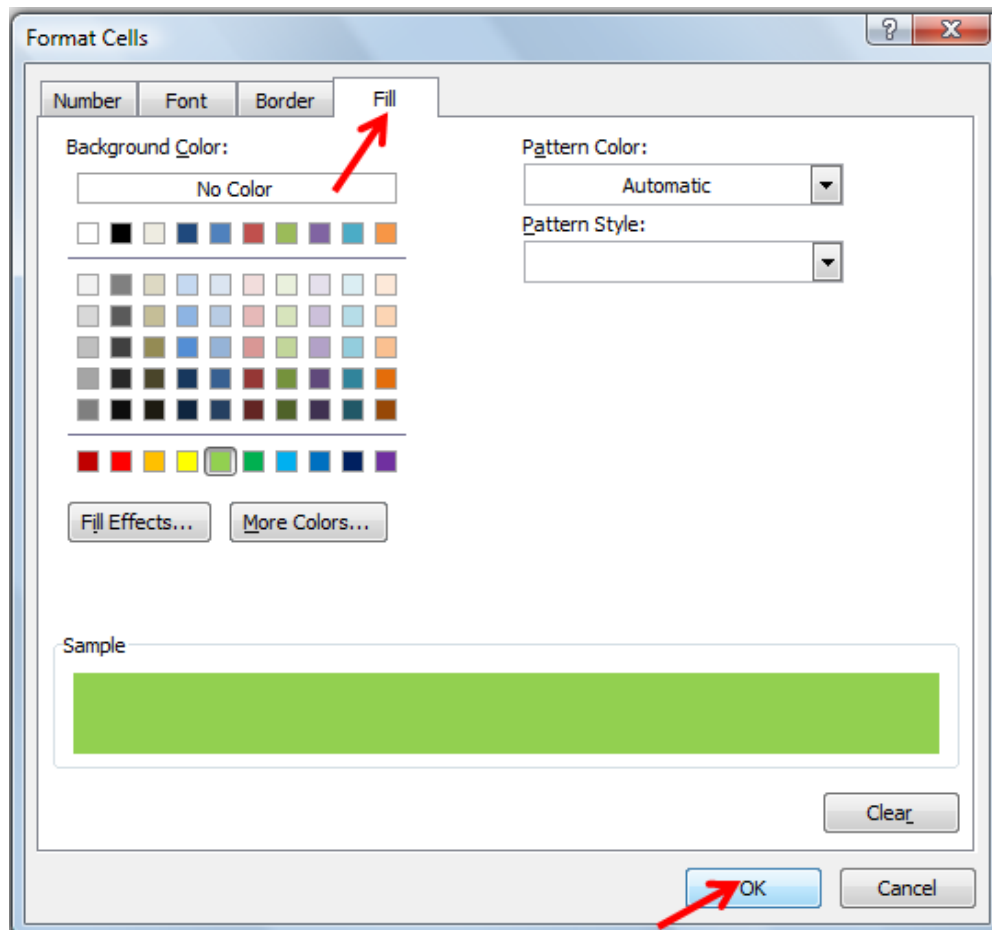
Red Text

Red Border

Custom 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
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

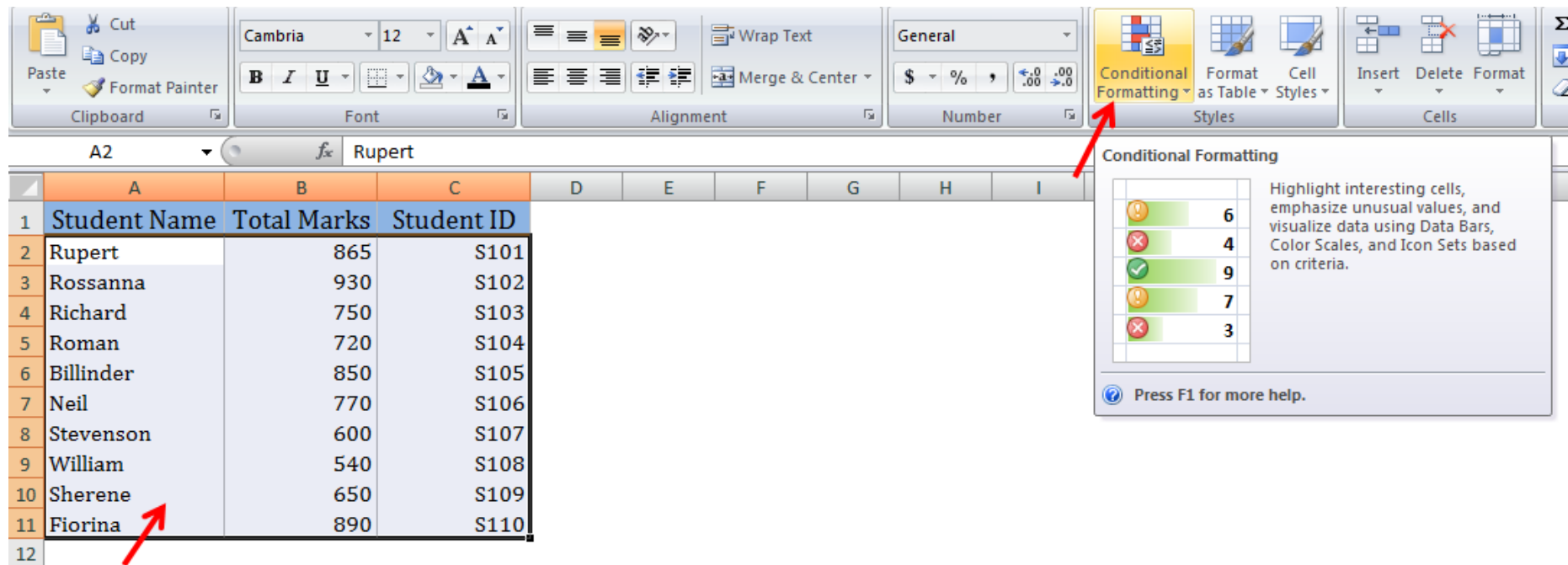
Conditional Formatting in Multi cell

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.



The screenshot shows the Microsoft Excel interface. The 'Home' tab is active on the ribbon, and the 'Conditional Formatting' button is highlighted with a red arrow. Below the ribbon, a table of student data is visible. The cell A11, containing 'Fiorina', is also highlighted with a red arrow. A 'Conditional Formatting' task pane is open on the right, showing a list of rules with icons and values.

Student Name	Total Marks	Student ID
Rupert	865	S101
Rossanna	930	S102
Richard	750	S103
Roman	720	S104
Billinder	850	S105
Neil	770	S106
Stevenson	600	S107
William	540	S108
Sherene	650	S109
Fiorina	890	S110

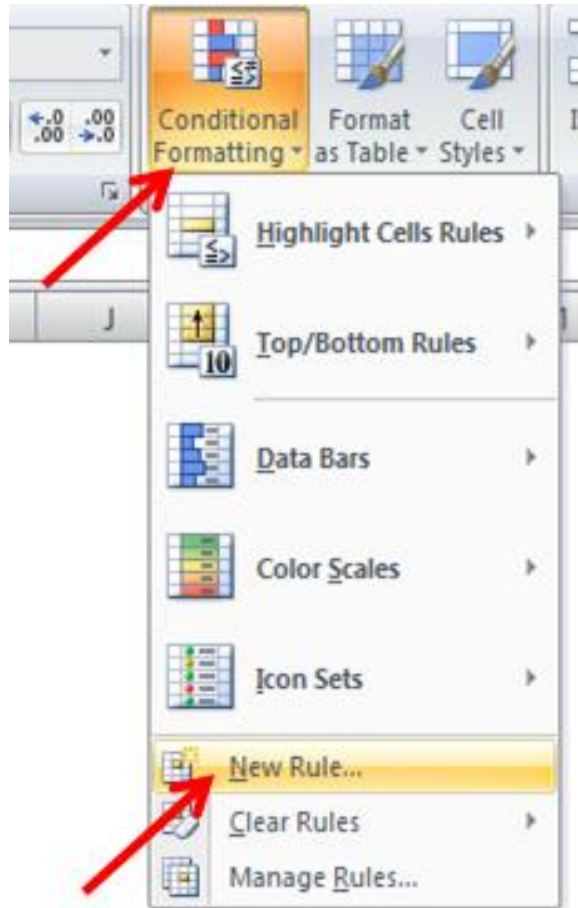
Conditional Formatting

Highlight interesting cells, emphasize unusual values, and visualize data using Data Bars, Color Scales, and Icon Sets based on criteria.

Press F1 for more help.

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**.

	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

New Formatting Rule

Select a Rule Type:

- ▶ Format all cells based on their values
- ▶ Format only cells that contain
- ▶ Format only top or bottom ranked values
- ▶ Format only values that are above or below average
- ▶ Format only unique or duplicate values
- ▶ **Use a formula to determine which cells to format**

Edit the Rule Description:

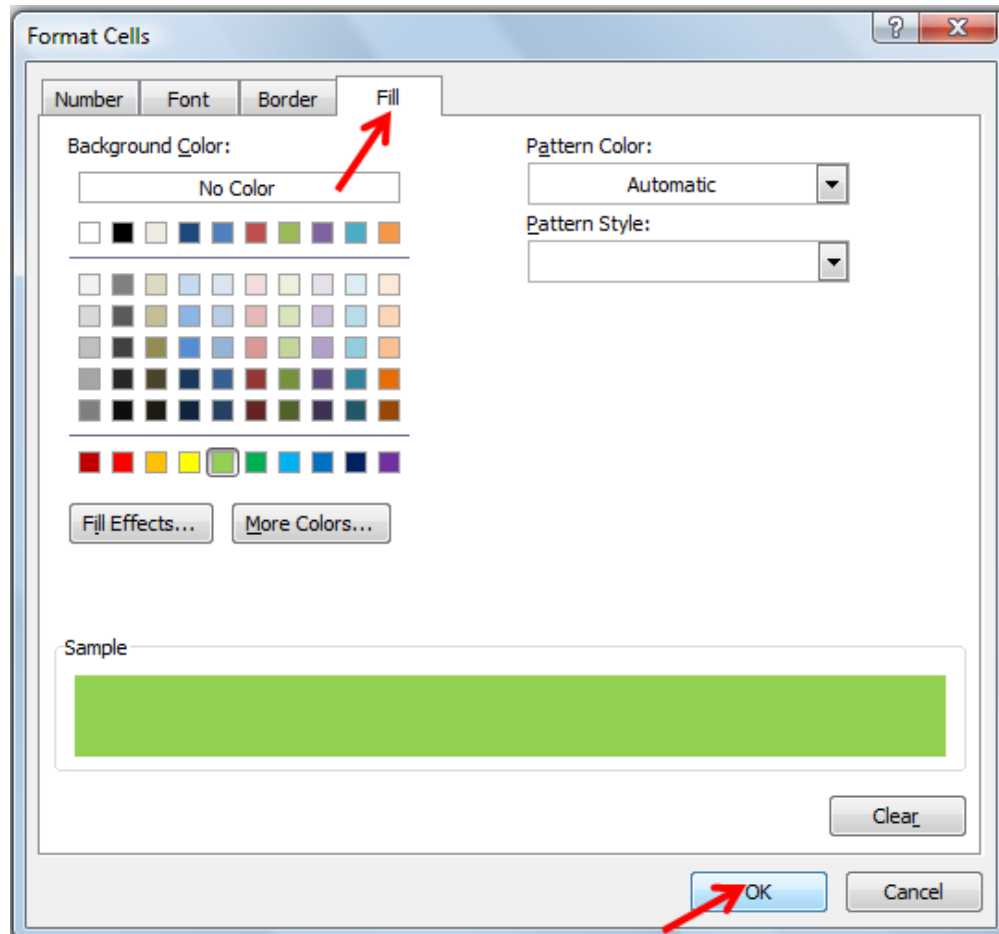
Format values where this formula is true:

Preview: No Format Set Format...

OK Cancel

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



Who We Are ?

Excel Expert

Financial Modeling Consultant

Excel VBA Programmer

Visualization Designer

Excel Consultants

Data Analytics Company

What We Do?

Perceptive Analytics is a Data Analytics and Financial Modeling services company. We deliver insightful solutions to C-level executives and managers in Fortune 500 companies, Private Equity, Investment Banking and Venture Capital industries and Entrepreneurs.