



Conditional formatting

- It allows to apply a format to a cell or a range of cells based on certain criteria.
- It is most often used as color-based formatting to highlight, emphasize, or differentiate among data and information stored in a spreadsheet.

Apply Conditional formatting

- Select all of the cell range in the sheet which you want apply the formatting rules.
- From the home tab, click the conditional formatting command. A drop down menu will appear. Now you can choose any of the formatting rules

Highlight the cell rules

- This rule satisfy one or more specific conditions. These conditions can relate to numeric values (e.g. greater than, equal), dates(e.g. a date occurring) or text values (e.g. text containing).

