

# Conditional formatting





# 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



Book1 - Microsoft Excel

Insert Page Layout Formulas Data Review View Developer

Font: Times New Roman, 11, Bold, Italic, Underline, Text Color, Background Color, Font Color, Font Style, Font Size, Font Weight, Font Color, Font Style, Font Size, Font Weight

Conditional Formatting: Highlight Cells Rules, Top/Bottom Rules, Data Bars, Color Scales, Icon Sets, New Rule..., Clear Rules, Manage Rules...

Roll No	English	Maths	Science	Social
10090	30	60	100	47
10091	89	50	27	77
10092	18	97	62	36
10093	98	50	21	50
10094	41	70	96	38

# Conditional formatting



# Highlight the cell rules

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





# Top bottom rules

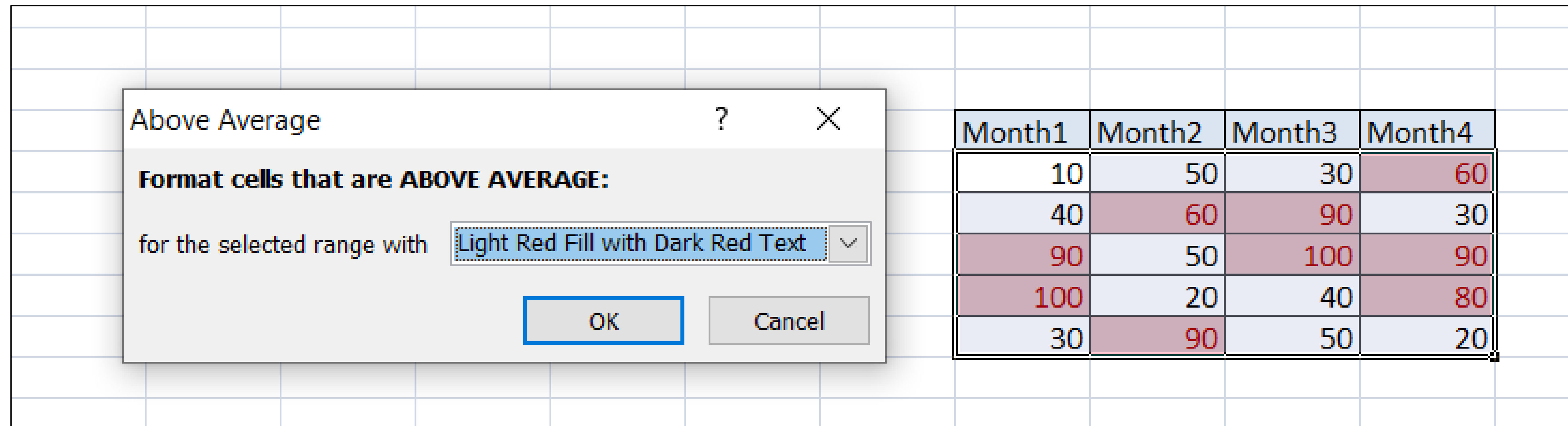
- Select the cells you want to analyze.
- Click the Home tab.
- In the Styles group, click Conditional Formatting, then select  
Top/Bottom Rules.





- Click Above Average, then click OK
- Excel calculates the average (50) and formats the cells that are  
above this average.





Month1	Month2	Month3	Month4
10	50	30	60
40	60	90	30
90	50	100	90
100	20	40	80
30	90	50	20

## Top bottom rules