Microsoft

Microsoft Excel

(Office 2021 and Microsoft 365)

Step by Step

Joan Lambert
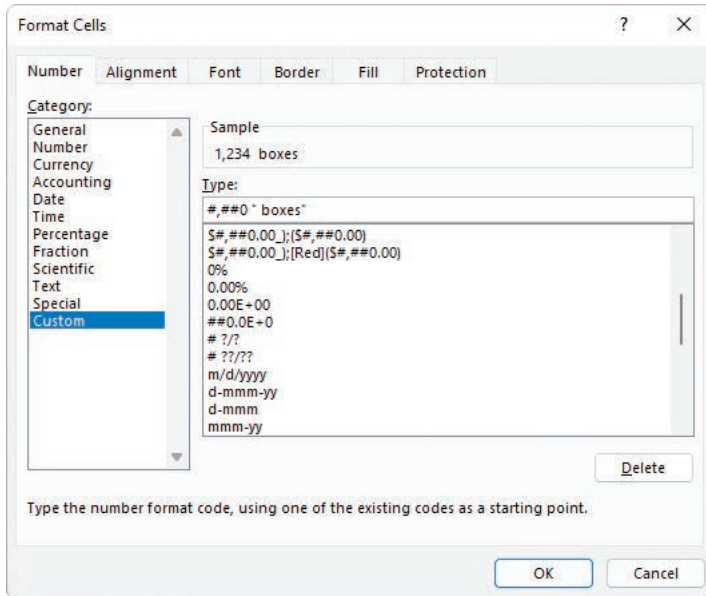Curtis Frye

PRACTICE FILES

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4. In the **Type** box, after the format, enter the text you want to add, in quotation marks—for example, **"boxes"**.

Define custom number formats that display text after values

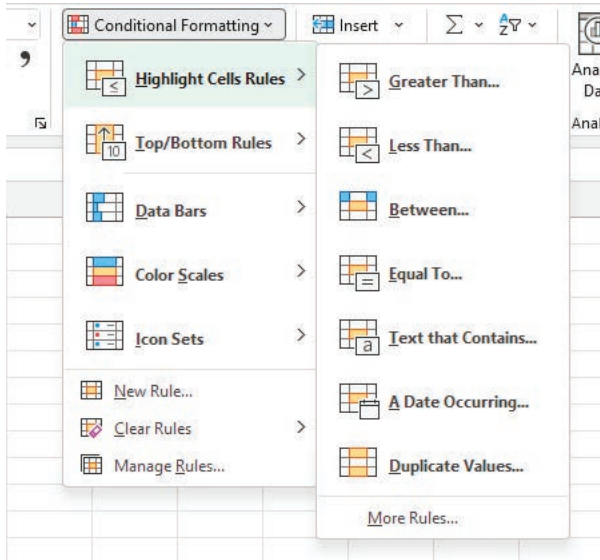5. In the **Format Cells** dialog, select **OK**.

Change the appearance of data based on its value

The data you record in a worksheet enables you to make important decisions about your operations. The more data you have, the better informed your decisions can be... but the more difficult it becomes to evaluate the data without some type of visual representation. One of the easiest ways to highlight specific data is by applying a conditional formatting rule.

▲	A	B	C	D
1	**Call Volume**			
2	Northeast	13,769	13,769	▶ 13,769
3	Atlantic	19,511	19,511	▷ 19,511
4	Southeast	11,111	11,111	▶ 11,111
5	North Central	24,972	24,972	▶ 24,972
6	Midwest	11,809	11,809	▶ 11,809
7	Southwest	20,339	20,339	▷ 20,339
8	Mountain West	20,127	20,127	▷ 20,127
9	Northwest	12,137	12,137	▶ 12,137
10	Central	20,047	20,047	▷ 20,047

Data bars, color scales, and icon sets indicate relative values in a data range

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Conditional formatting rules evaluate the data in a cell to determine whether it meets certain conditions, and then apply formatting to the cell or its contents based on rules that you select or create. Excel has many built-in conditional formatting rules, and if those don't meet your needs, you can define your own. The built-in rules make it easy to identify cells within a selected range that contain values above or below the average values of the related cells, values near the top or bottom of the value range, or values that are duplicated elsewhere in the range

Conditional Formatting ˅		Insert ˅	Σ ˅	ᴬZˇ ˅
Highlight Cells Rules >		Greater Than...		Anal Dat
Top/Bottom Rules >		Less Than...		Analy
Data Bars >		Between...		
Color Scales >		Equal To...		
Icon Sets >		Text that Contains...		
New Rule...		A Date Occurring...		
Clear Rules >		Duplicate Values...		
Manage Rules...		More Rules...		

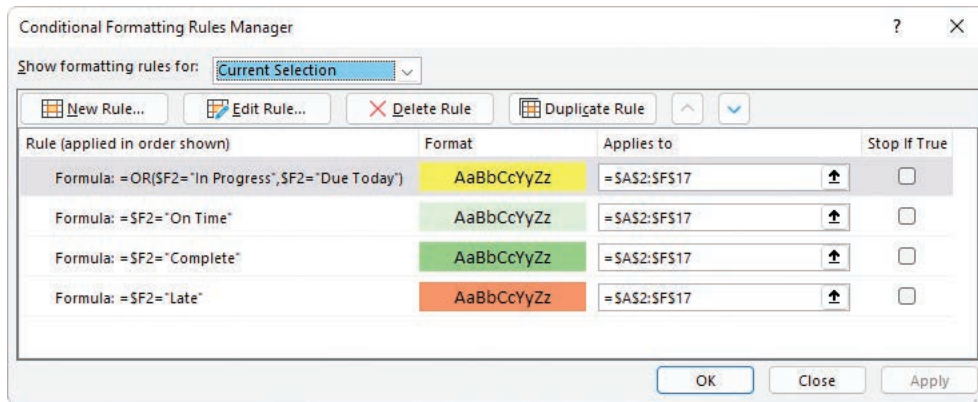*The built-in conditional formatting rules are available from the Home tab*

Each built-in conditional formatting rule has a default setting but is easy to modify. For example, when you apply the Top 10 Items rule, Excel prompts you to specify the number of items to format and the formatting to apply. Conditional formatting can modify the number format; font face, style, size, color, and effect; and cell border and fill.

The built-in conditional formatting rules format the cells they evaluate. You can also create conditional formatting rules that format other cells. For example, you can modify the appearance of a row of content based on one of its entries.

	A	B	C	D	E	F
1	Chapter	Title	Pages	Graphics	Due	Status
2	1	Set up a workbook	40	36	1-Aug	Complete
3	2	Work with data and Excel tables	31	16	3-Aug	Complete
4	3	Perform calculations on data	31	22	5-Aug	Complete
5	4	Change workbook appearance	35	24	7-Aug	In Progress
6	5	Manage worksheet data	24	14	9-Aug	Complete
7	6	Reorder and summarize data	18	14	11-Aug	Complete
8	7	Combine data from multiple sources	18	11	13-Aug	Complete
9	8	Analyze alternative data sets	14	14	15-Aug	Complete
10	9	Create charts and graphics	41	40	17-Aug	Due Today
11	10	Use PivotTables and Pivot Charts	35	33	19-Aug	On Time
12	11	Print worksheets and charts	23	16	21-Aug	On Time
13	12	Automate repetitive tasks by using macros	22	14	23-Aug	On Time
14	13	Work with other Microsoft Office apps	15	10	25-Aug	Complete
15	14	Collaborate with colleagues	24	16	27-Aug	On Time
16	15	Perform business intelligence analysis	24	14	29-Aug	On Time
17	16	Create forecasts and visualizations	22	11	31-Aug	On Time

Formatting multiple cells based on the content of one

If the built-in conditional formatting rules don't quite meet your needs, you can create your own. Excel provides templates to follow for this process. You simply select the kind of condition to create and work with the fields and controls to define your rule. If you want to do something more complicated than the template setups, you can write your own formula using the same conditional functions that you use in other Excel formulas.
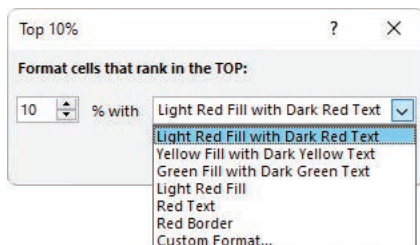
Custom conditional formatting rules

You can apply multiple conditional formats to the same cell range. Excel evaluates the conditions in the order that they appear in the Conditional Formatting Rules Manager. Within that interface, you can reorder the rules and, if appropriate, have Excel skip later rules if a specific condition is true.

To apply a built-in conditional formatting rule

1. Select the cell range to which you want to apply the conditional format.

2. On the **Home** tab, in the **Styles** group, select **Conditional Formatting**, point to the format group, and then select the format you want to apply.

3. In the dialog that appears, specify the condition(s) for the rule.

4. Select from the available formats or select **Custom Format** to open the **Format Cells** dialog, in which you can craft your own combination of font and cell effects.


The default format colors are not theme-specific

5. Select **OK** in the open dialog to create and apply the rule.

To modify an active conditional formatting rule

1. On the **Home** tab, in the **Styles** group, select **Conditional Formatting**, and then select **Manage Rules**.

2. In the **Conditional Formatting Rules Manager**, in the **Show formatting rules for** list, select the scope of the rules that you want to display, being sure to include the cell range you want to modify.
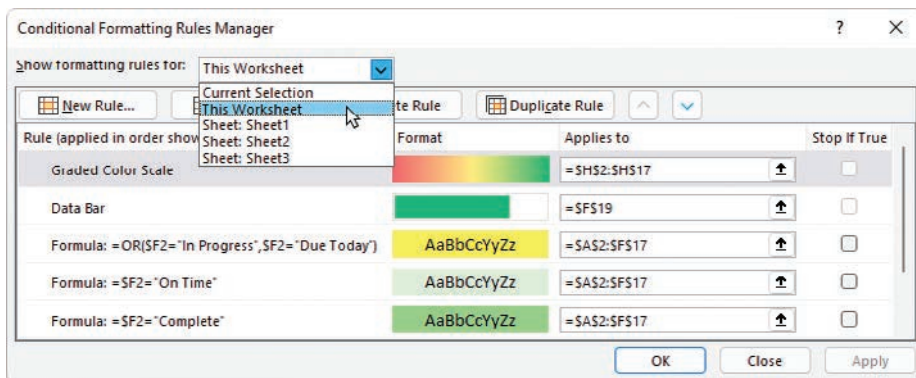

You can edit the conditional formatting rules for only one worksheet at a time

3. If you want to change the cell range to which the rule is applied, edit it in the **Applies to** box for the rule.

4. If you want to change the condition or formatting:

   a. Double-click the rule.

   b. In the **Edit Formatting Rule** dialog, modify the conditions or formatting associated with the rule.

   c. Select **OK** to update the rule.

5. Select **Apply** to test the changes, and then select **OK** or **Close** to close the **Conditional Formatting Rules Manager**.

To create a custom conditional formatting rule

1. Select the cell range to which you want to apply the new rule.

2. On the **Home** tab, in the **Styles** group, select **Conditional Formatting**, and then select **New Rule**.

3. In the **New Formatting Rule** dialog, in the **Select a Rule Type** list, select one of the rule templates.

4. In the **Edit the Rule Description** area, specify the condition and formatting required for the rule.
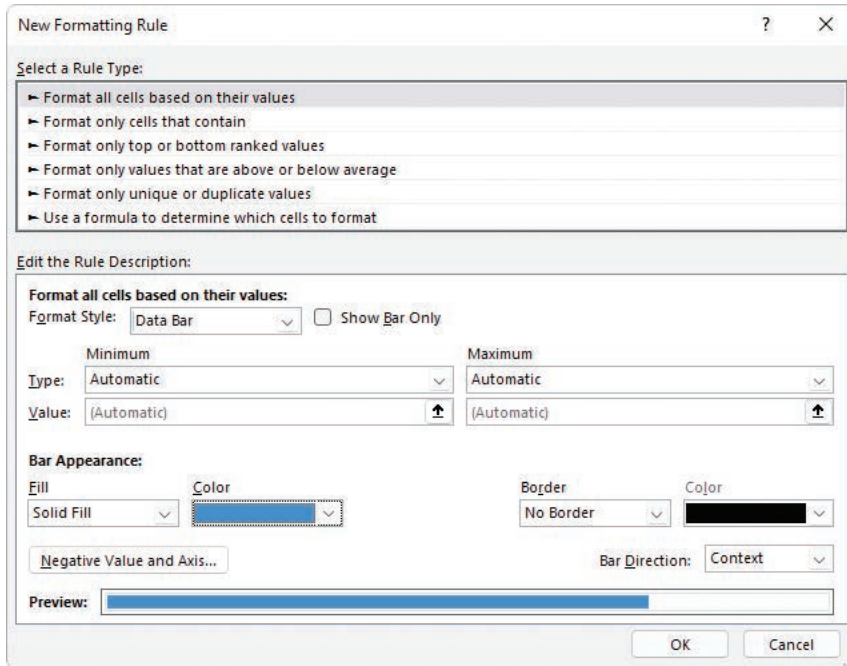
One of the more complex formatting rules

5. Select **OK** to create the rule and apply it to the selected cells.

To create a rule based on a formula

1. Select the cell range to which you want to apply the new rule.

2. On the **Home** tab, in the **Styles** group, select **Conditional Formatting**, and then select **New Rule**.

3. In the **New Formatting Rule** dialog, in the **Select a Rule Type** list, select **Use a formula to determine which cells to format**.

4. In the **Edit the Rule Description** area, use the standard Excel functions to define the formula that identifies the cells to format.