11 Incredible Excel Conditional Formatting

ADVANCE WAYS OF CONDITIONAL FORMATTING

Excel Tip | Excel Forum

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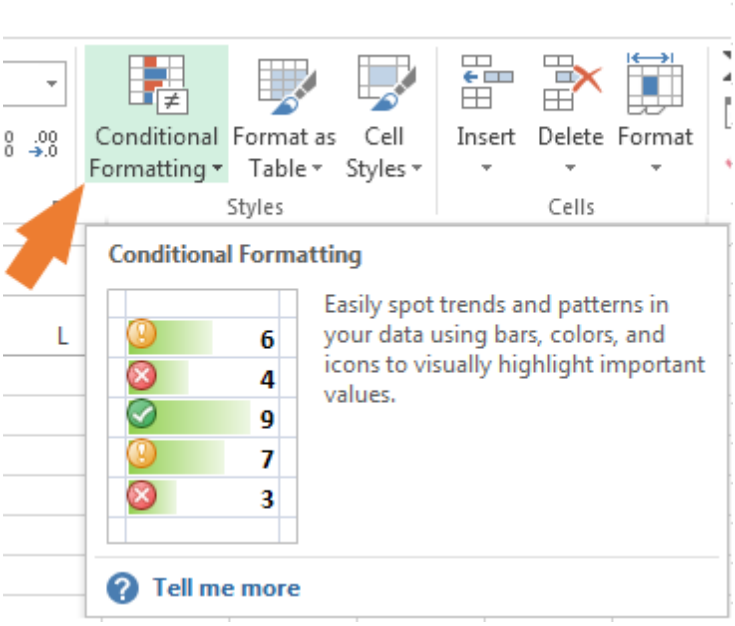
Microsoft Excel is having so many unbelievable capabilities that are not instantly perceived. In which Conditional Formatting is one of the option.

Conditional Formatting *is the tool that used to format the cell or a range in the specific condition. We can use this option on the value of the cell or value of formula, it means if you have formula in cell then we can specify the value in "Conditional Formatting" of if we have value in the range then we can use Conditional Formatting by describing the formula to highlight the values.*

There are lot ways to use "Conditional Formatting" in our data. We can use it to show the numbers in increasing and decreasing order, to specific Value, to specific numbers, to specific date etc. Also we can highlight the cells by fill the color in cell, by change the font color, by using the data bars, color scales, icon sets.



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Topic 1:

Conditional Format Based on Dates

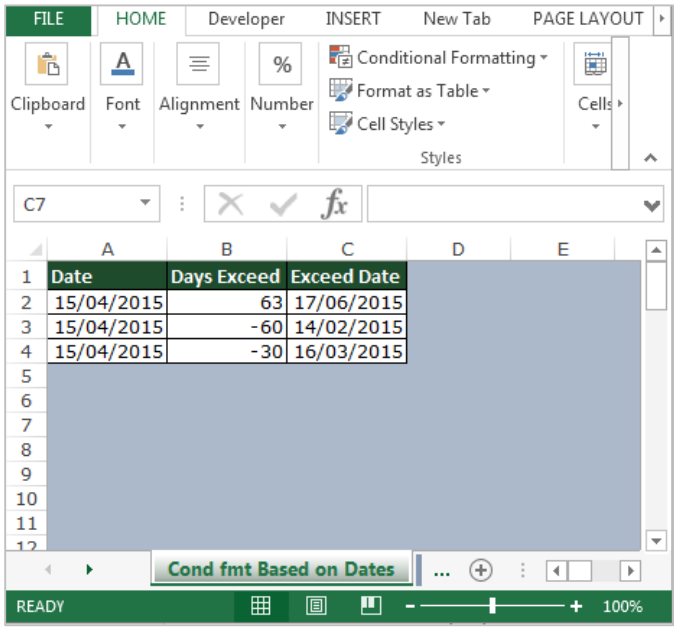
http://www.excelforum.com/excel-formulas-and-functions/1077036-conditional-format-based-on-dates.html

Question:-

I have been searching but i cant solve my issue, I want to conditional format a cell that will be either, Green, Yellow or red depending on the date.

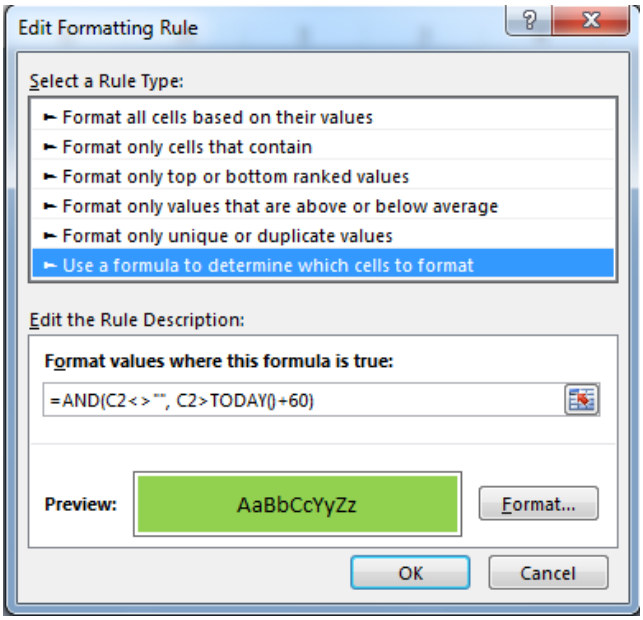
- If the date I enter in Cell C2 is more than 60 days from today the cell should be green.
- If the date is less than 60 days from today the cell should be yellow.
- If the cell is less than 30 days from today the cell should be red

This is for drivers licence dates, i want to be alerted when they are 60 days from the expiration etc

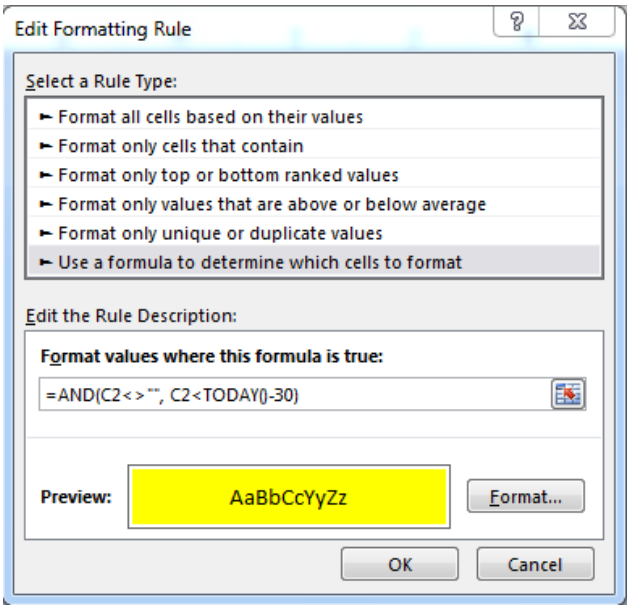


To put the "Conditional Formatting" follow below given steps:-

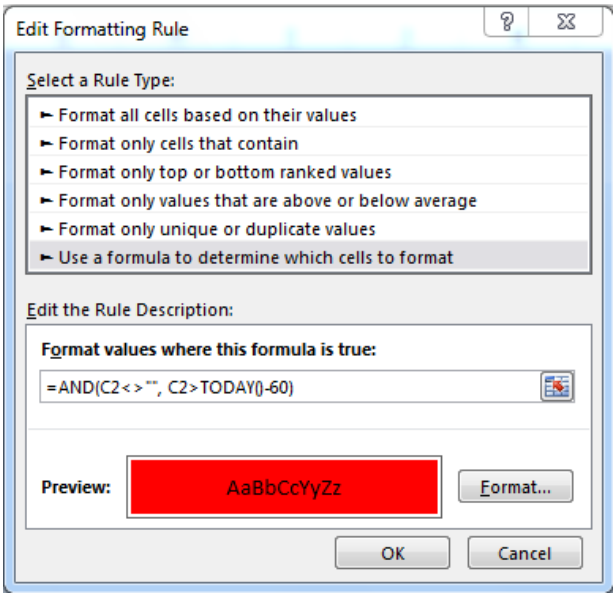
- Select the range, where we want to do "Conditional Formatting".
- When we will click on "Conditional Formatting" drop down list will appear, where we have to select "Manage Rules" dialog box will get open.
- Where we have to click on "New Rule", New Formatting Rule dialog box will get appear, click on Use a formula to determine which cells to format.
- First we will apply the "Conditional Formatting" for (If the date I enter in Cell C2 is more than 60 days from Today).
- Enter the formula =AND(C2<>"", C2>TODAY()+60).
- Click on Format and select the green color.



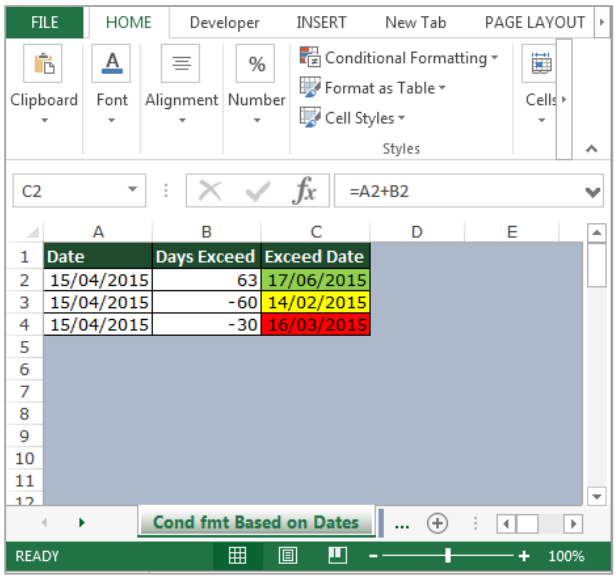
- Again we will click on "New Rule", New Formatting Rule dialog box will get appear, click on Use a formula to determine which cells to format.
- Now will enter the formula for (If the date is less than 60 days from today).
- Enter the formula =AND(C2<>"", C2<TODAY()-30)
- Click on Format and select the Yellow color.



- Again we will click on "New Rule", New Formatting Rule dialog box will get appear, click on Use a formula to determine which cells to format.
- In last we will enter the formula for (If the cell is less than 30 days from today).
- Enter the formula =AND(C2<>"", C2>TODAY()-60)
- Click on Format and select the Red color.



- Click on Apply and then on ok.



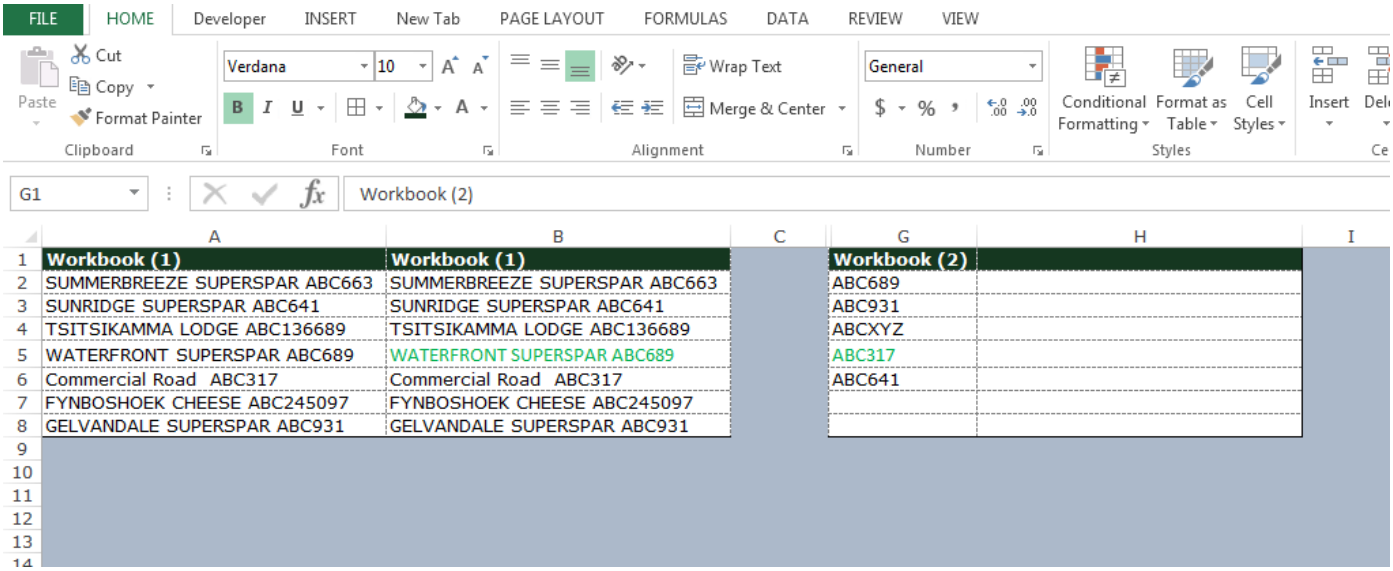
Topic 2:

Find Occurance of Text in a Column through Conditional formatting

http://www.excelforum.com/excel-general/1076335-find-occurance-of-text-in-a-column.html

Question:-

I have 2 workbooks. In workbook (1), I have a column with a few thousand store names. In workbook (2), I have a column with a few hundred store names. The store names are not identical but have the following unique words/numbers: ABC123 etc. I want to identify if a store in workbook (2) exists in workbook (1). I have attached a sample file.



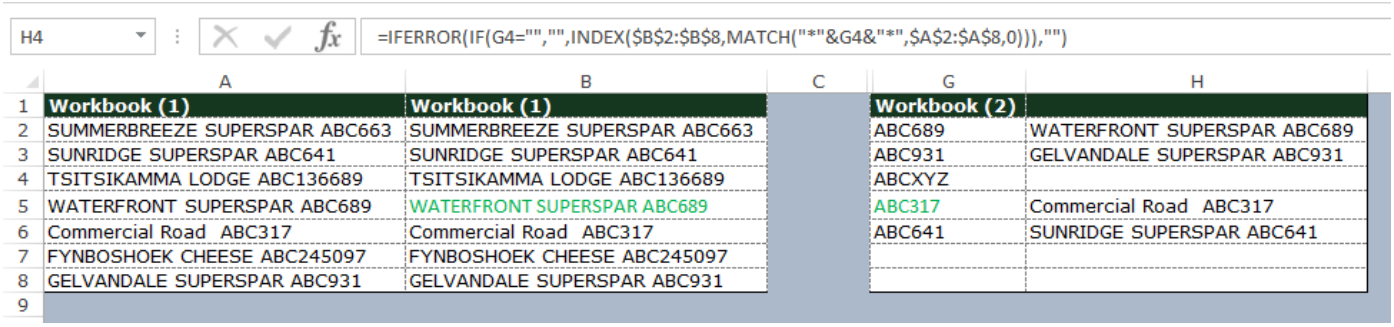
	A	B	C	G	H	I
1	**Workbook (1)**	**Workbook (1)**		**Workbook (2)**		
2	SUMMERBREEZE SUPERSPAR ABC663	SUMMERBREEZE SUPERSPAR ABC663		ABC689		
3	SUNRIDGE SUPERSPAR ABC641	SUNRIDGE SUPERSPAR ABC641		ABC931		
4	TSITSIKAMMA LODGE ABC136689	TSITSIKAMMA LODGE ABC136689		ABCXYZ		
5	WATERFRONT SUPERSPAR ABC689	WATERFRONT SUPERSPAR ABC689		ABC317		
6	Commercial Road ABC317	Commercial Road ABC317		ABC641		
7	FYNBOSHOEK CHEESE ABC245097	FYNBOSHOEK CHEESE ABC245097				
8	GELVANDALE SUPERSPAR ABC931	GELVANDALE SUPERSPAR ABC931				
9						
10						
11						
12						
13						
14						

In Workbook 2, we have 2 columns, in Which column A contains only series number and in Column B we will get the whole product name through series number, which is common in both data.

To return the whole product number in workbook 2 use below given formula:-

- =IFERROR(IF(G2="","",INDEX($B$2:$B$8,MATCH("*"&G2&"*",$A$2:$A$8,0))),"")

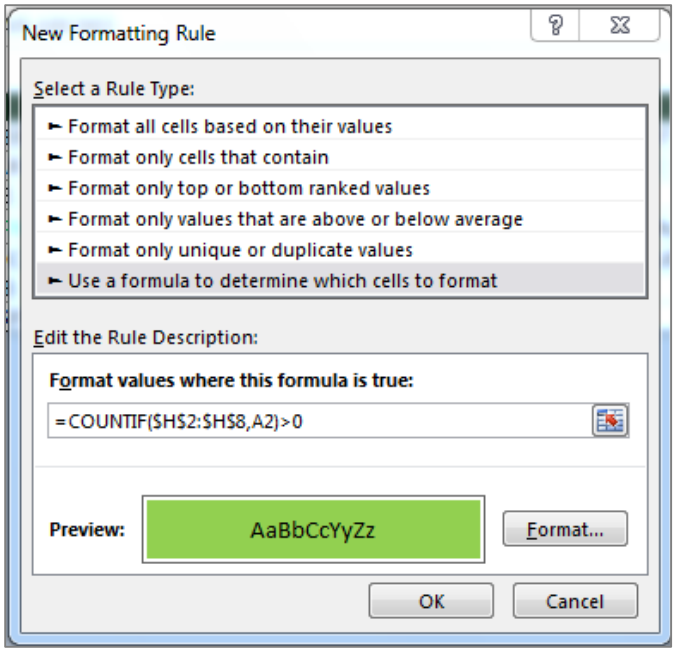
- Press Enter.
- Copy the same formula and paste in the range.



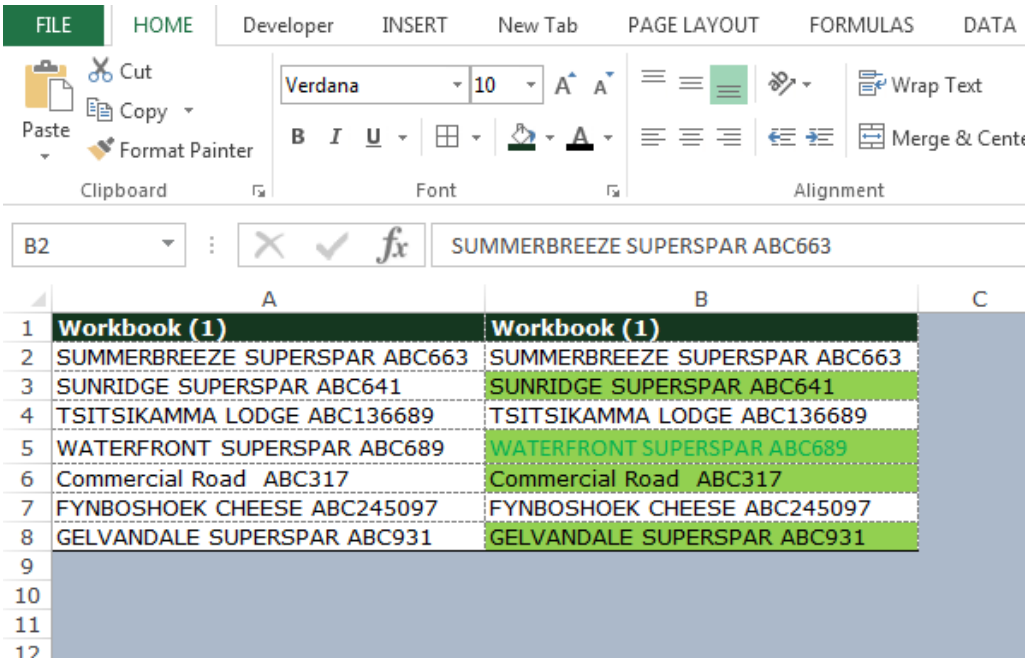
	A	B	C	G	H
1	**Workbook (1)**	**Workbook (1)**		**Workbook (2)**	
2	SUMMERBREEZE SUPERSPAR ABC663	SUMMERBREEZE SUPERSPAR ABC663		ABC689	WATERFRONT SUPERSPAR ABC689
3	SUNRIDGE SUPERSPAR ABC641	SUNRIDGE SUPERSPAR ABC641		ABC931	GELVANDALE SUPERSPAR ABC931
4	TSITSIKAMMA LODGE ABC136689	TSITSIKAMMA LODGE ABC136689		ABCXYZ	
5	WATERFRONT SUPERSPAR ABC689	WATERFRONT SUPERSPAR ABC689		ABC317	Commercial Road ABC317
6	Commercial Road ABC317	Commercial Road ABC317		ABC641	SUNRIDGE SUPERSPAR ABC641
7	FYNBOSHOEK CHEESE ABC245097	FYNBOSHOEK CHEESE ABC245097			
8	GELVANDALE SUPERSPAR ABC931	GELVANDALE SUPERSPAR ABC931			
9					

To put the "Conditional Formatting" follow below given steps:-

- When we will click on "Conditional Formatting" drop down list will appear, where we have to select "Manage Rules" dialog box will get open.
- Where we have to click on "New Rule", New Formatting Rule dialog box will get appear, click on Use a formula to determine which cells to format.
- =COUNTIF($H$2:$H$8,A2)>0
- Click on Format and select the green color.



- Click on Apply and then on ok.



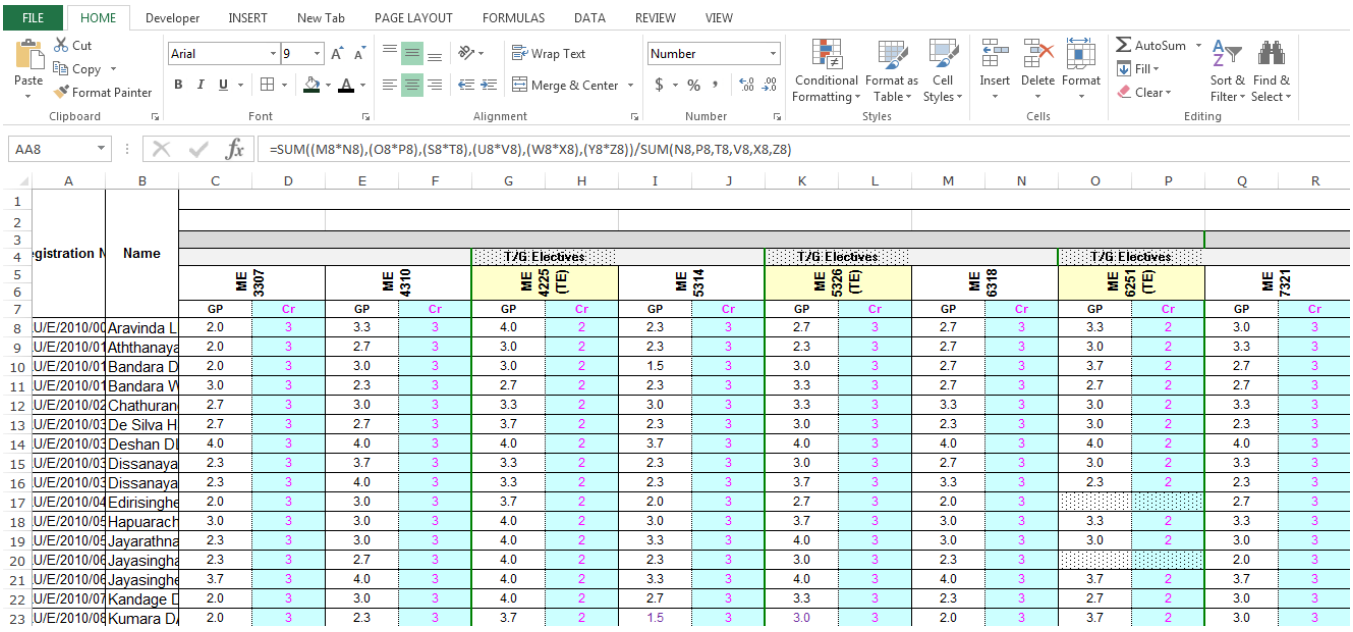
Topic 3:

How to Highlight a row on the basis of Cell

http://www.excelforum.com/excel-programming-vba-macros/1076156-highlighting-a-row-filling-a-row-automatically-with-a-different-color.html

Question:-

I want to highlight the row which shows the maximum GPA. It has to be happened automatically at the end of GPA calculation. Here it is 21st row with a maximum value of 4.0.



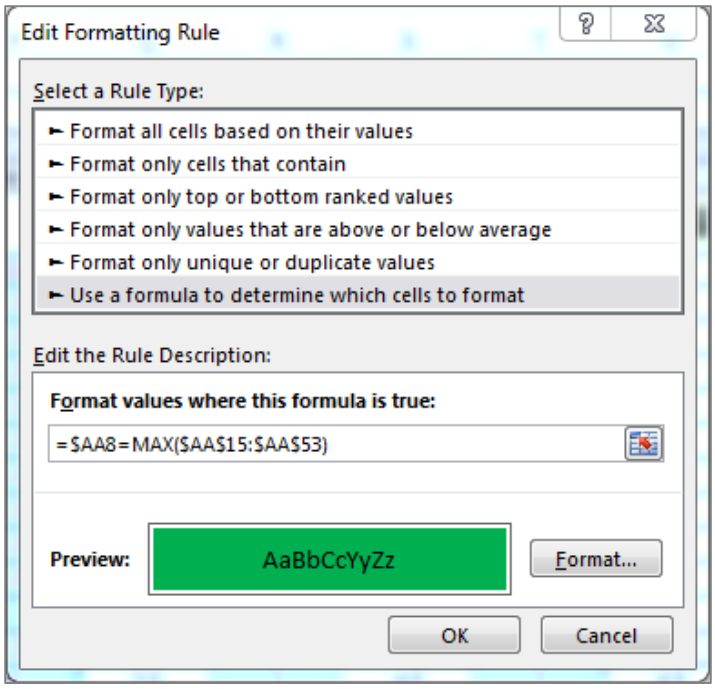
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1																		
2																		
3																		
4	gistration N	Name					T/G Electives				T/G Electives				T/G Electives			
5			ME 3307		ME 4310		ME 4225 (TE)		ME 5314		ME 5326 (TE)		ME 6318		ME 6251 (TE)		ME 7321	
6																		
7			GP	Cr	GP	Cr	GP	Cr	GP	Cr	GP	Cr	GP	Cr	GP	Cr	GP	Cr
8	U/E/2010/00	Aravinda L	2.0	3	3.3	3	4.0	2	2.3	3	2.7	3	2.7	3	3.3	2	3.0	3
9	U/E/2010/01	Aththanaya	2.0	3	2.7	3	3.0	2	2.3	3	2.3	3	2.7	3	3.0	2	3.3	3
10	U/E/2010/01	Bandara D	2.0	3	3.0	3	3.0	2	1.5	3	3.0	3	2.7	3	3.7	2	2.7	3
11	U/E/2010/01	Bandara W	3.0	3	2.3	3	2.7	2	2.3	3	3.3	3	2.7	3	2.7	2	2.7	3
12	U/E/2010/02	Chathuran	2.7	3	3.0	3	3.3	2	3.0	3	3.3	3	3.3	3	3.0	2	3.3	3
13	U/E/2010/03	De Silva H	2.7	3	2.7	3	3.7	2	2.3	3	3.0	3	2.3	3	3.0	2	2.3	3
14	U/E/2010/03	Deshan DI	4.0	3	4.0	3	4.0	2	3.7	3	4.0	3	4.0	3	4.0	2	4.0	3
15	U/E/2010/03	Dissanaya	2.3	3	3.7	3	3.3	2	2.3	3	3.0	3	2.7	3	3.0	2	3.3	3
16	U/E/2010/03	Dissanaya	2.3	3	4.0	3	3.3	2	2.3	3	3.7	3	3.3	3	2.3	2	2.3	3
17	U/E/2010/04	Edirisinghe	2.0	3	3.0	3	3.7	2	2.0	3	2.7	3	2.0	3			2.7	3
18	U/E/2010/05	Hapuarach	3.0	3	3.0	3	4.0	2	3.0	3	3.7	3	3.0	3	3.3	2	3.3	3
19	U/E/2010/05	Jayarathna	2.3	3	3.0	3	4.0	2	3.3	3	4.0	3	3.0	3	3.0	2	3.0	3
20	U/E/2010/06	Jayasingha	2.3	3	2.7	3	4.0	2	2.3	3	3.0	3	2.3	3			2.0	3
21	U/E/2010/06	Jayasinghe	3.7	3	4.0	3	4.0	2	3.3	3	4.0	3	4.0	3	3.7	2	3.7	3
22	U/E/2010/07	Kandage D	2.0	3	3.0	3	4.0	2	2.7	3	3.3	3	2.3	3	2.7	2	3.0	3
23	U/E/2010/08	Kumara D	2.0	3	2.3	3	3.7	2	1.5	3	3.0	3	2.0	3	3.7	2	3.0	3

In this query users want to highlight the row with the color on the basis of Maximum number in the cell.

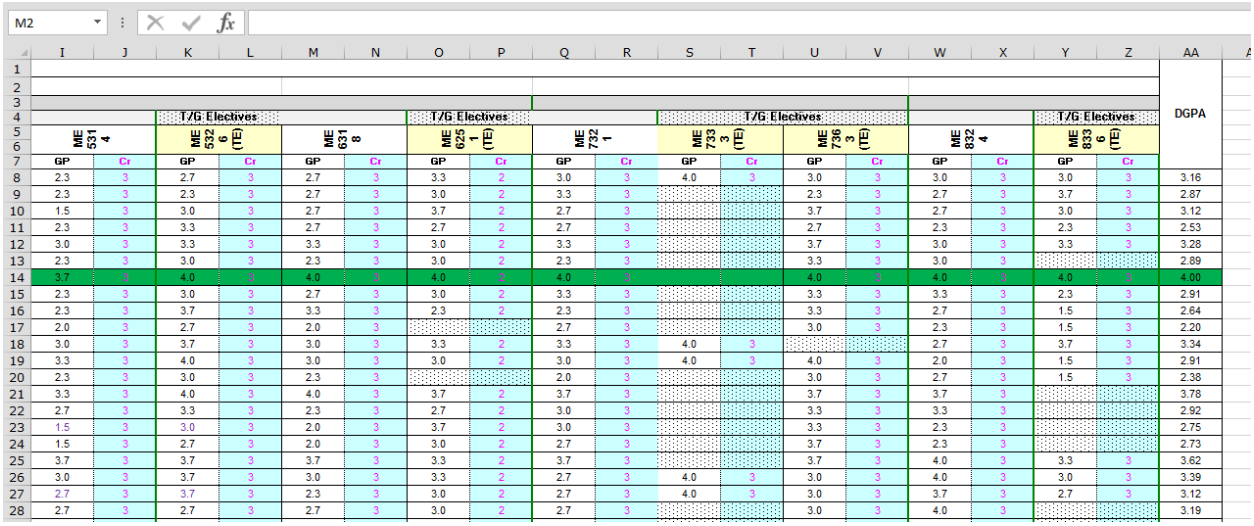
In column AA whatever cell is having the maximum DGPA that rows should be highlighted with color.

To resolve this query our expert has given the "Conditional Formatting" option. Now let's see how we can do it through Conditional Formatting:-

- Select the range DGPA AA8:AA46.
- Then click on "Conditional Formatting" drop down list will appear, where we have to select "Manage Rules" dialog box will get open.
- Where we have to click on "New Rule", New Formatting Rule dialog box will get appear, click on Use a formula to determine which cells to format.
- =$AA8=MAX($AA$8:$AA$53)
- Click on Format and select the green color.



- Click on Format and select the green color.
- Row will get highligt with the selected color.



	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA
1																			
2																			
3																			
4			T/G Electives				T/G Electives				T/G Electives						T/G Electives		DGPA
5	ME 531 4		ME 532 6 (TE)		ME 631 8		ME 625 1 (TE)		ME 732 1		ME 733 3 (TE)		ME 736 3 (TE)		ME 832 4		ME 833 6 (TE)		
6																			
7	GP	Cr	GP	Cr	GP	Cr	GP	Cr	GP	Cr	GP	Cr	GP	Cr	GP	Cr	GP	Cr	
8	2.3	3	2.7	3	2.7	3	3.3	2	3.0	3	4.0	3	3.0	3	3.0	3	3.0	3	3.16
9	2.3	3	2.3	3	2.7	3	3.0	2	3.3	3			2.3	3	2.7	3	3.7	3	2.87
10	1.5	3	3.0	3	2.7	3	3.7	2	2.7	3			3.7	3	2.7	3	3.0	3	3.12
11	2.3	3	3.3	3	2.7	3	2.7	2	2.7	3			2.7	3	2.3	3	2.3	3	2.53
12	3.0	3	3.3	3	3.3	3	3.0	2	3.3	3			3.7	3	3.0	3	3.3	3	3.28
13	2.3	3	3.0	3	2.3	3	3.0	2	2.3	3			3.3	3	3.0	3			2.89
14	3.7	3	4.0	3	4.0	3	4.0	2	4.0	3			4.0	3	4.0	3	4.0	3	4.00
15	2.3	3	3.0	3	2.7	3	3.0	2	3.3	3			3.3	3	3.3	3	2.3	3	2.91
16	2.3	3	3.7	3	3.3	3	2.3	2	2.3	3			3.3	3	2.7	3	1.5	3	2.64
17	2.0	3	2.7	3	2.0	3			2.7	3			3.0	3	2.3	3	1.5	3	2.20
18	3.0	3	3.7	3	3.0	3	3.3	2	3.3	3	4.0	3			2.7	3	3.7	3	3.34
19	3.3	3	4.0	3	3.0	3	3.0	2	3.0	3	4.0	3	4.0	3	2.0	3	1.5	3	2.91
20	2.3	3	3.0	3	2.3	3			2.0	3			3.0	3	2.7	3	1.5	3	2.38
21	3.3	3	4.0	3	4.0	3	3.7	2	3.7	3			3.7	3	3.7	3			3.78
22	2.7	3	3.3	3	2.3	3	2.7	2	3.0	3			3.3	3	3.3	3			2.92
23	1.5	3	3.0	3	2.0	3	3.7	2	3.0	3			3.3	3	2.3	3			2.75
24	1.5	3	2.7	3	2.0	3	3.0	2	2.7	3			3.7	3	2.3	3			2.73
25	3.7	3	3.7	3	3.7	3	3.3	2	3.7	3			3.7	3	4.0	3	3.3	3	3.62
26	3.0	3	3.7	3	3.0	3	3.3	2	2.7	3	4.0	3	3.0	3	4.0	3	3.0	3	3.39
27	2.7	3	3.7	3	2.3	3	3.0	2	2.7	3	4.0	3	3.0	3	3.7	3	2.7	3	3.12
28	2.7	3	2.7	3	2.7	3	3.0	2	2.7	3			3.0	3	4.0	3			3.19

This is the way we can highlight the row on the basis of cell value.

Topic 4:

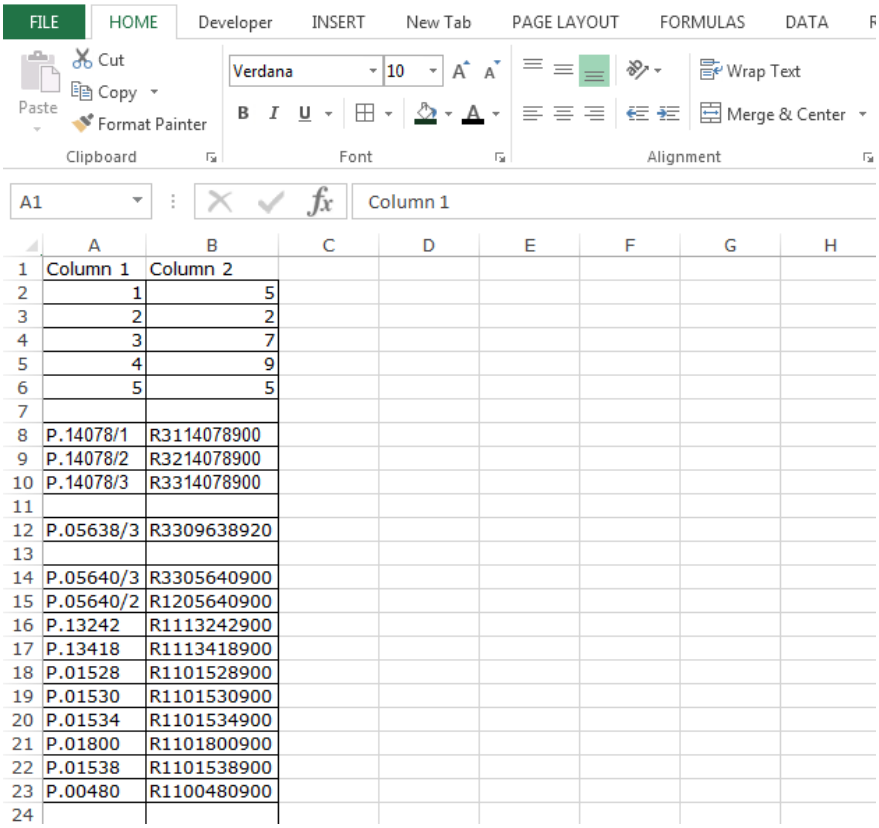
Compare 2 Colomns and return fill red if it is different

http://www.excelforum.com/excel-general/1076097-compare-2-colomns-and-return-fill-red-if-is-different.html

Question:-

I want to compare 2 columns(A coulomn and B columns) if data in columns B is different i want to change to red color.

I ask you a simple version for my problem but the problem is little more difficult I want to compare a list of coulomns A and B for example P.12242 with R1112242900 ; 12242 is common number

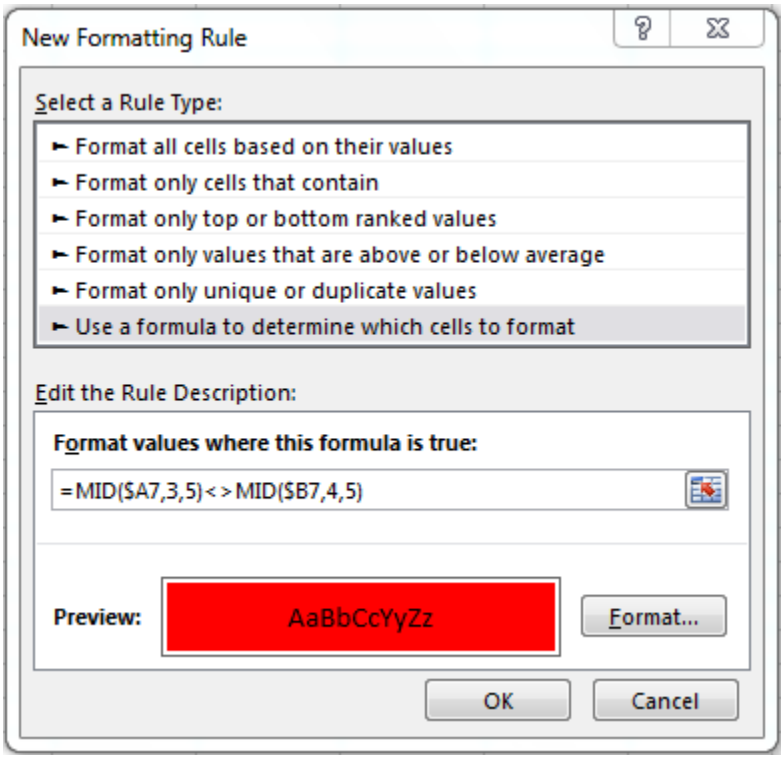


	A	B	C	D	E	F	G	H
1	Column 1	Column 2						
2	1	5						
3	2	2						
4	3	7						
5	4	9						
6	5	5						
7								
8	P.14078/1	R3114078900						
9	P.14078/2	R3214078900						
10	P.14078/3	R3314078900						
11								
12	P.05638/3	R3309638920						
13								
14	P.05640/3	R3305640900						
15	P.05640/2	R1205640900						
16	P.13242	R1113242900						
17	P.13418	R1113418900						
18	P.01528	R1101528900						
19	P.01530	R1101530900						
20	P.01534	R1101534900						
21	P.01800	R1101800900						
22	P.01538	R1101538900						
23	P.00480	R1100480900						
24								

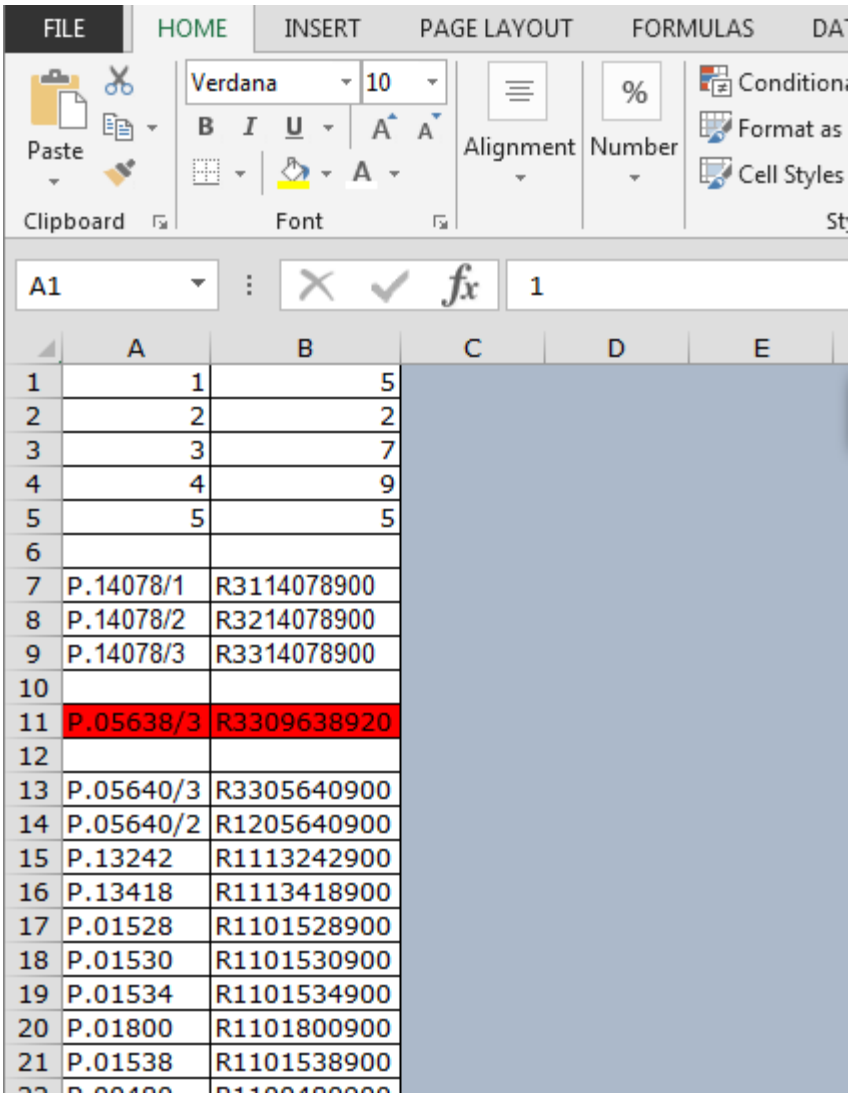
In the above mentioned query user want to compare two columns, in which he wants where the cells are not same in the both column that should be highlighted with the Red color.

Our Excel expert has given very nice reply and resolve his problem. Let's see how we can do compare two columns through Conditional Formatting.

- Select the both columns Column A and B.
- Then click on "Conditional Formatting" drop down list will appear, where we have to select "Manage Rules" dialog box will get open.
- Where we have to click on "New Rule", New Formatting Rule dialog box will get appear, click on Use a formula to determine which cells to format.
- =MID($A2,3,5)<>MID($B2,4,5)
- Click on Format and select the Red color.



- Click on ok.
- Then Click on Apply, and ok.



	A	B
1	1	5
2	2	2
3	3	7
4	4	9
5	5	5
6		
7	P.14078/1	R3114078900
8	P.14078/2	R3214078900
9	P.14078/3	R3314078900
10		
11	P.05638/3	R3309638920
12		
13	P.05640/3	R3305640900
14	P.05640/2	R1205640900
15	P.13242	R1113242900
16	P.13418	R1113418900
17	P.01528	R1101528900
18	P.01530	R1101530900
19	P.01534	R1101534900
20	P.01800	R1101800900
21	P.01538	R1101538900

If the cells will not matched in both of the columns then it will get highlighted with the Red color.

This the way we can use the Conditional Formatting to compare the two columns with each other.

Topic 5:

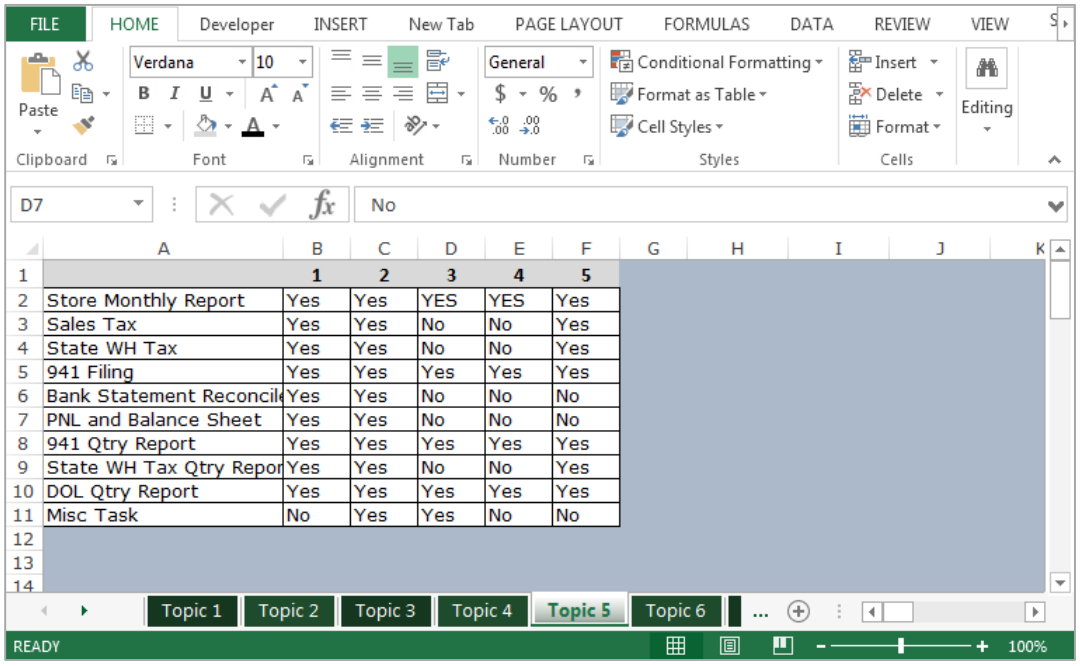
How to check the row and then highlight the first cell of the row

http://www.excelforum.com/excel-formulas-and-functions/1075698-conditional-formating.html

Question:-

I have created task completed YES/NO excel sheet. I have used conditional formatting as you can see, YES turns Green, No turns Red. There are task for 5 Stores.I need to use conditional formatting in cell A2:A11 with following condition:

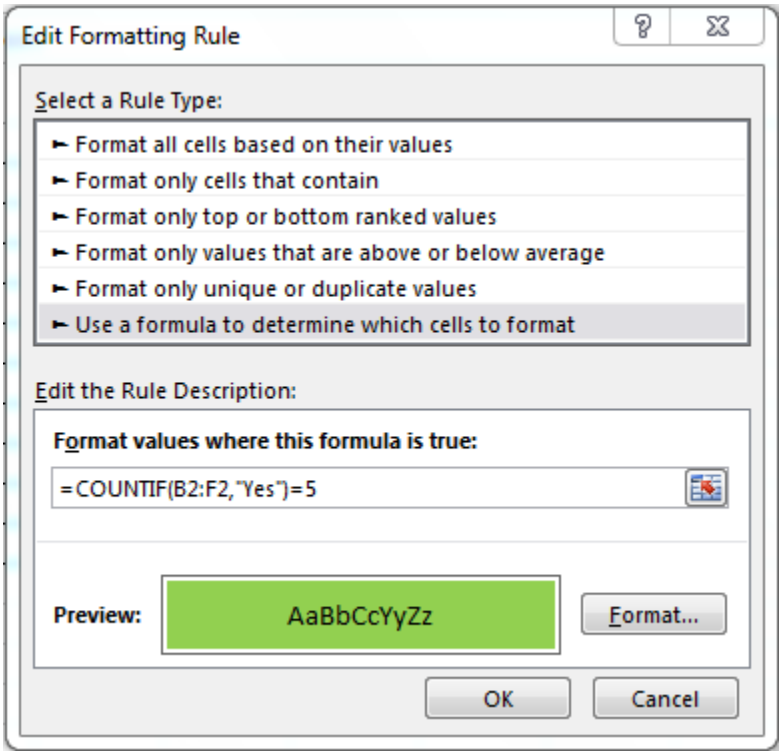
If any cell in particular task is incomplete (NO) then highlight cell in column A RED otherwise turn Green. Basically looking at the data cell A2,A5,A8 needs to turn green and rest needs to turn Red



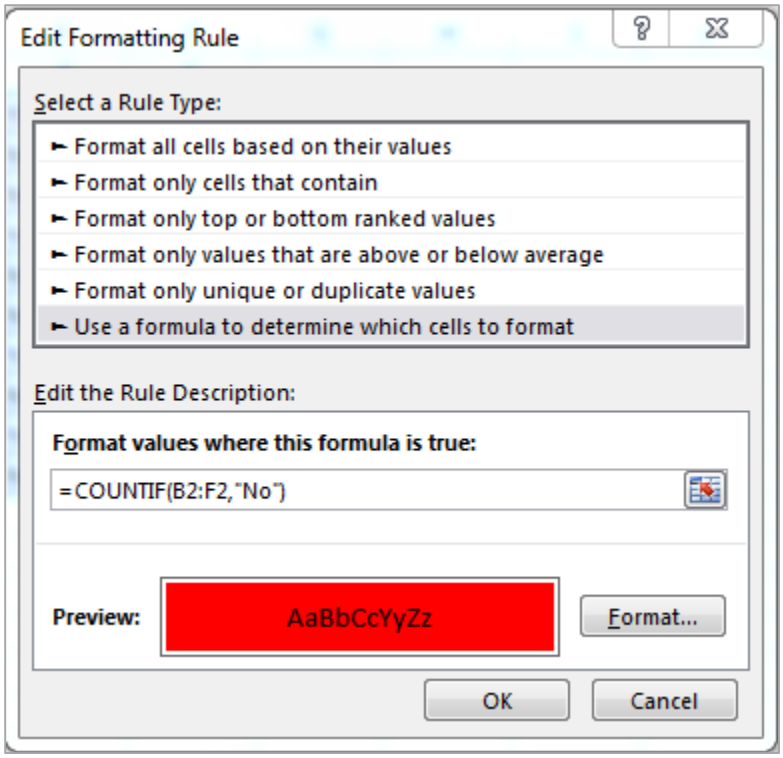
	A	B	C	D	E	F
1		1	2	3	4	5
2	Store Monthly Report	Yes	Yes	YES	YES	Yes
3	Sales Tax	Yes	Yes	No	No	Yes
4	State WH Tax	Yes	Yes	No	No	Yes
5	941 Filing	Yes	Yes	Yes	Yes	Yes
6	Bank Statement Reconcile	Yes	Yes	No	No	No
7	PNL and Balance Sheet	Yes	Yes	No	No	No
8	941 Qtry Report	Yes	Yes	Yes	Yes	Yes
9	State WH Tax Qtry Repor	Yes	Yes	No	No	Yes
10	DOL Qtry Report	Yes	Yes	Yes	Yes	Yes
11	Misc Task	No	Yes	Yes	No	No
12						
13						
14						

To highlight the cells on the basis of rows, follow below given steps:-

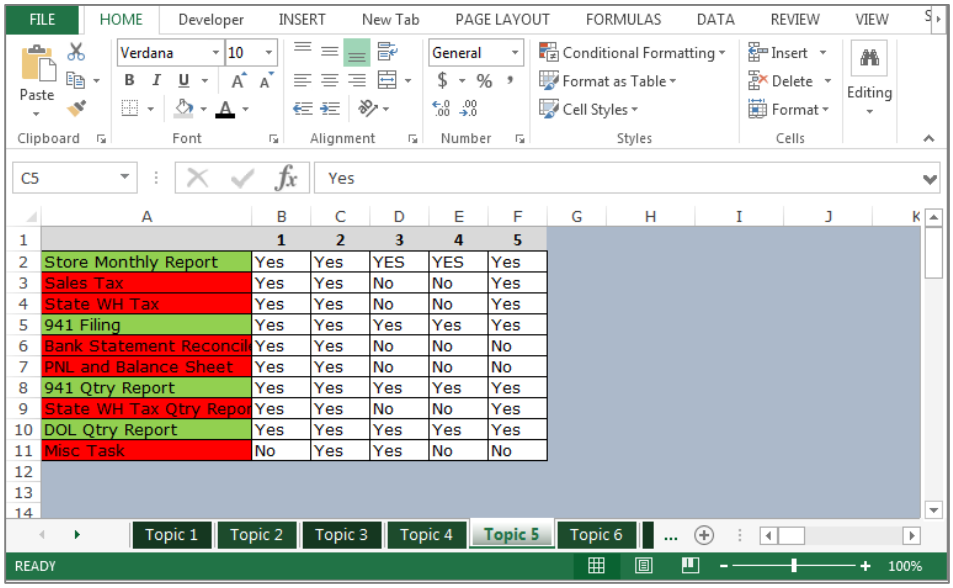
- Select the both columns Column A and B.
- Then click on "Conditional Formatting" drop down list will appear, where we have to select "Manage Rules" dialog box will get open.
- Where we have to click on "New Rule", New Formatting Rule dialog box will get appear, click on Use a formula to determine which cells to format.
- To highlight the cell for "YES" enter the formula.
- =COUNTIF(B2:F2,"Yes")=5
- Click on Format and select the Green color.



- Click on ok.
- To highlight the cell for "NO" enter the formula.
- =COUNTIF(B2:F2,"Yes")=5
- Click on Format and select the Red color.



- Click on ok.
- Then click on Apply, and ok.



	A	B	C	D	E	F
1		1	2	3	4	5
2	Store Monthly Report	Yes	Yes	YES	YES	Yes
3	Sales Tax	Yes	Yes	No	No	Yes
4	State WH Tax	Yes	Yes	No	No	Yes
5	941 Filing	Yes	Yes	Yes	Yes	Yes
6	Bank Statement Reconcil	Yes	Yes	No	No	No
7	PNL and Balance Sheet	Yes	Yes	No	No	No
8	941 Qtry Report	Yes	Yes	Yes	Yes	Yes
9	State WH Tax Qtry Repor	Yes	Yes	No	No	Yes
10	DOL Qtry Report	Yes	Yes	Yes	Yes	Yes
11	Misc Task	No	Yes	Yes	No	No
12						
13						
14						

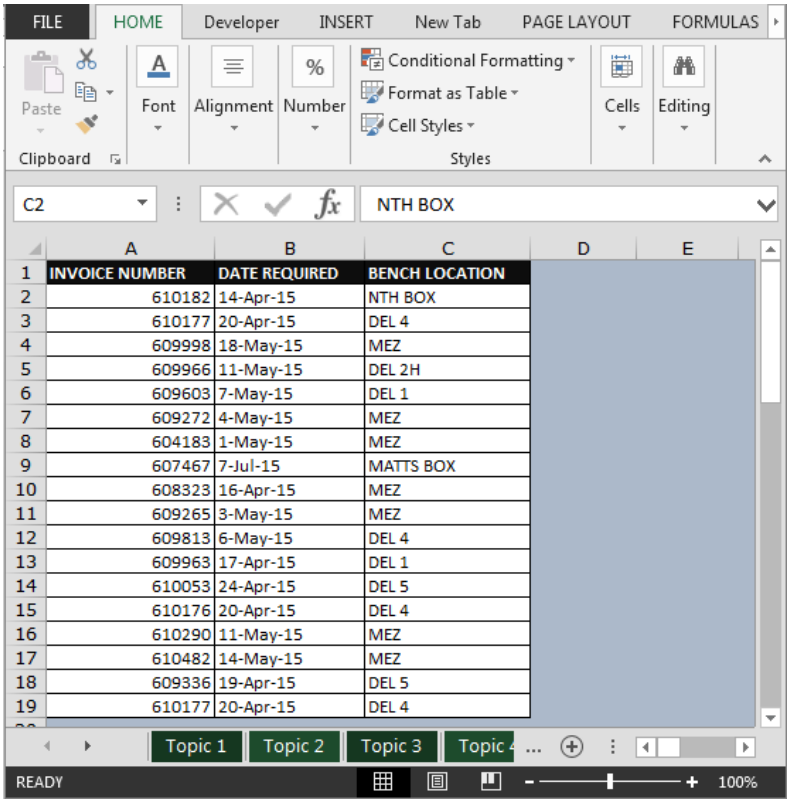
Topic 6:

Highlight Cells Tomorrow Excluding Weekend

http://www.excelforum.com/excel-general/1077310-highlight-cells-tomorrow-excluding-weekend.html

Question:-

I have dates entered manually down the C column and i use the standard highlight rule to color the cells i.e. today. Tomorrow and Yesterday. Now my issue is come Friday in the week I wish to have Mondays date highlighted as Tomorrow so it has excluded the weekend. The standard conditional formatting for when date occurs won't work in this instance and I have tried at least 20 formulas from forums etc.
What am I doing wrong? Or is there a simpler way? I just wish it to not count any weekends and make Friday 1 and Monday the day after so it will highlight as if it was tomorrow



	A	B	C	D	E
1	INVOICE NUMBER	DATE REQUIRED	BENCH LOCATION		
2	610182	14-Apr-15	NTH BOX		
3	610177	20-Apr-15	DEL 4		
4	609998	18-May-15	MEZ		
5	609966	11-May-15	DEL 2H		
6	609603	7-May-15	DEL 1		
7	609272	4-May-15	MEZ		
8	604183	1-May-15	MEZ		
9	607467	7-Jul-15	MATTS BOX		
10	608323	16-Apr-15	MEZ		
11	609265	3-May-15	MEZ		
12	609813	6-May-15	DEL 4		
13	609963	17-Apr-15	DEL 1		
14	610053	24-Apr-15	DEL 5		
15	610176	20-Apr-15	DEL 4		
16	610290	11-May-15	MEZ		
17	610482	14-May-15	MEZ		
18	609336	19-Apr-15	DEL 5		
19	610177	20-Apr-15	DEL 4		

To resolve this problem, Our Expert has used the combinations of formulas:- "TODAY", "WORKDAY" and "IF" functions.

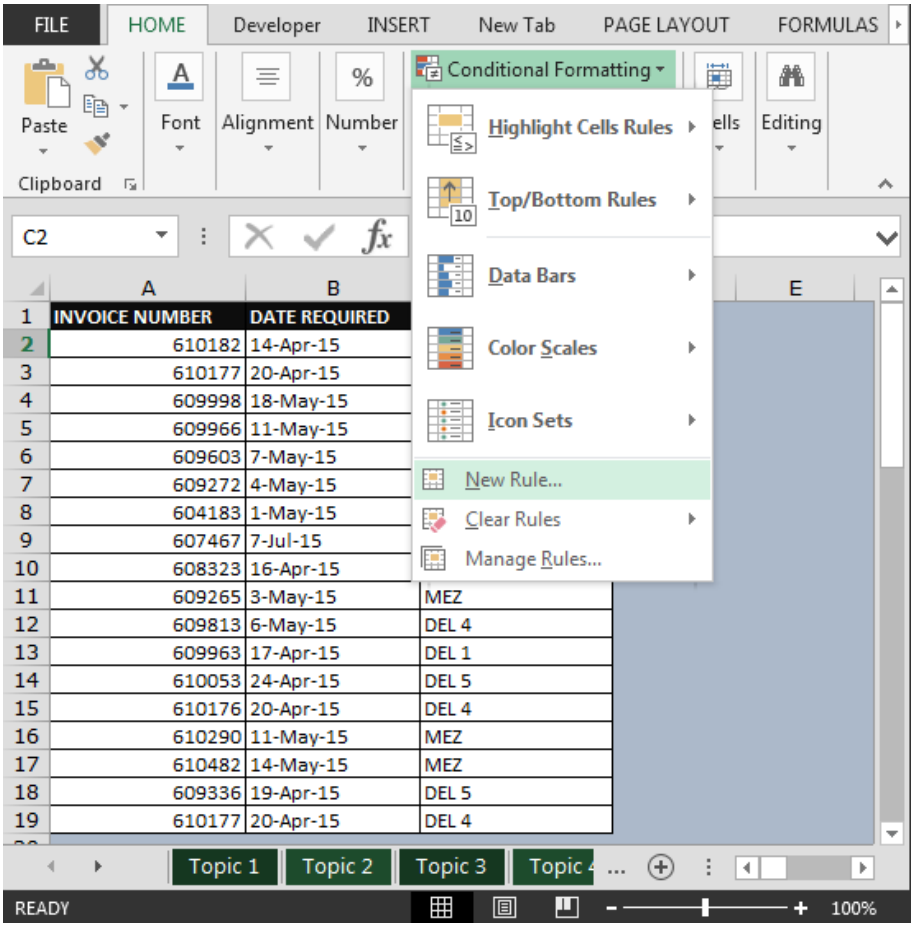
"TODAY" function will help to return the today date.

"IF" function will help to check the condition and then will perform accordingly.

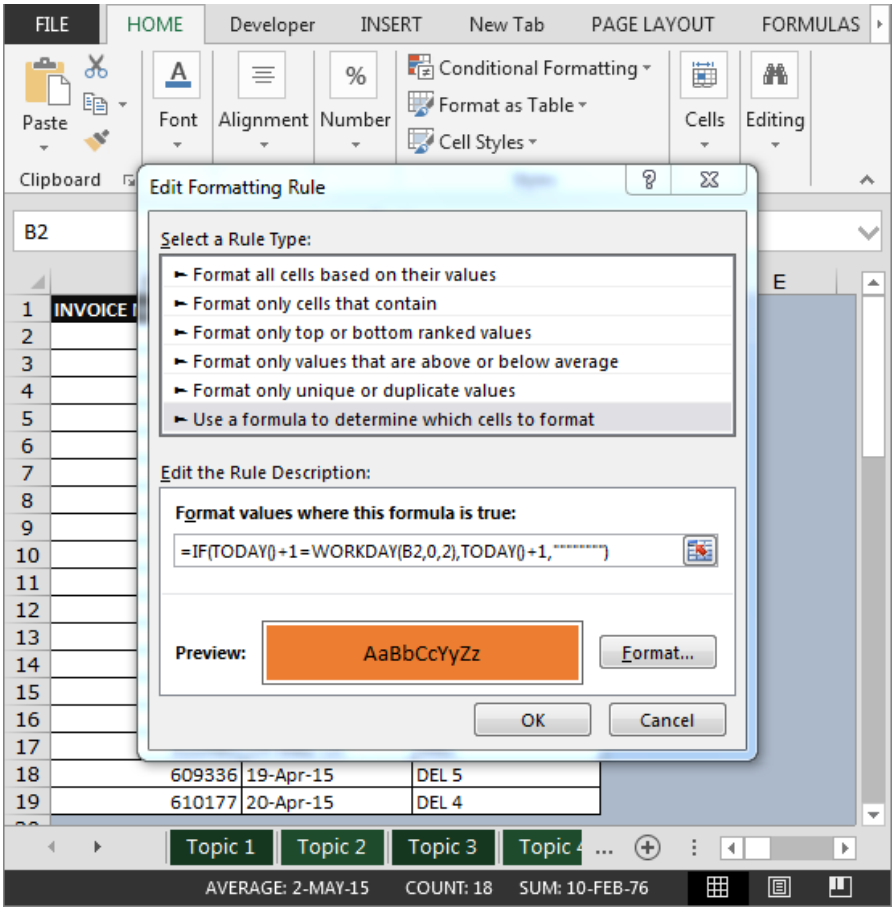
"WORKDAY" function will help to return the serial number of the date before or after a specified number of workdays.

To highlight the tomorrow date we will use the combination of formula in conditional formatting option, follow below given steps:-

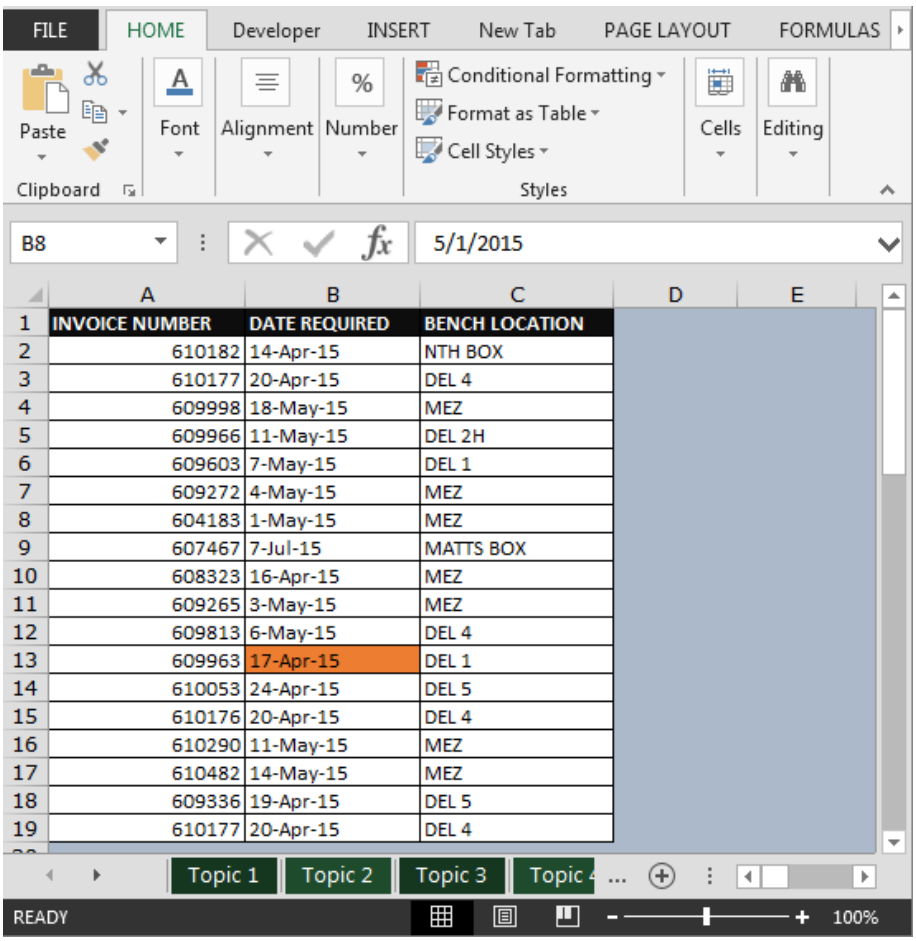
- Go to Home tab, select "Conditional Formatting" under the Styles group and select "New Rule".



- Select the range of Date.
- "New Formatting Rule" dialog box will get appear.
- Click on "Use a formula to determine which cells to format".
- Then enter the formula:- **=IF(TODAY()+1=WORKDAY(B2,0,2),TODAY()+1,"")**



- Tomorrow date will get highlighted, but if there is weekend tomorrow then it will not be highlighted.



	A	B	C	D	E
1	INVOICE NUMBER	DATE REQUIRED	BENCH LOCATION		
2	610182	14-Apr-15	NTH BOX		
3	610177	20-Apr-15	DEL 4		
4	609998	18-May-15	MEZ		
5	609966	11-May-15	DEL 2H		
6	609603	7-May-15	DEL 1		
7	609272	4-May-15	MEZ		
8	604183	1-May-15	MEZ		
9	607467	7-Jul-15	MATTS BOX		
10	608323	16-Apr-15	MEZ		
11	609265	3-May-15	MEZ		
12	609813	6-May-15	DEL 4		
13	609963	17-Apr-15	DEL 1		
14	610053	24-Apr-15	DEL 5		
15	610176	20-Apr-15	DEL 4		
16	610290	11-May-15	MEZ		
17	610482	14-May-15	MEZ		
18	609336	19-Apr-15	DEL 5		
19	610177	20-Apr-15	DEL 4		

Topic 7:

Conditional Formatting to Mark Dates on a Calendar

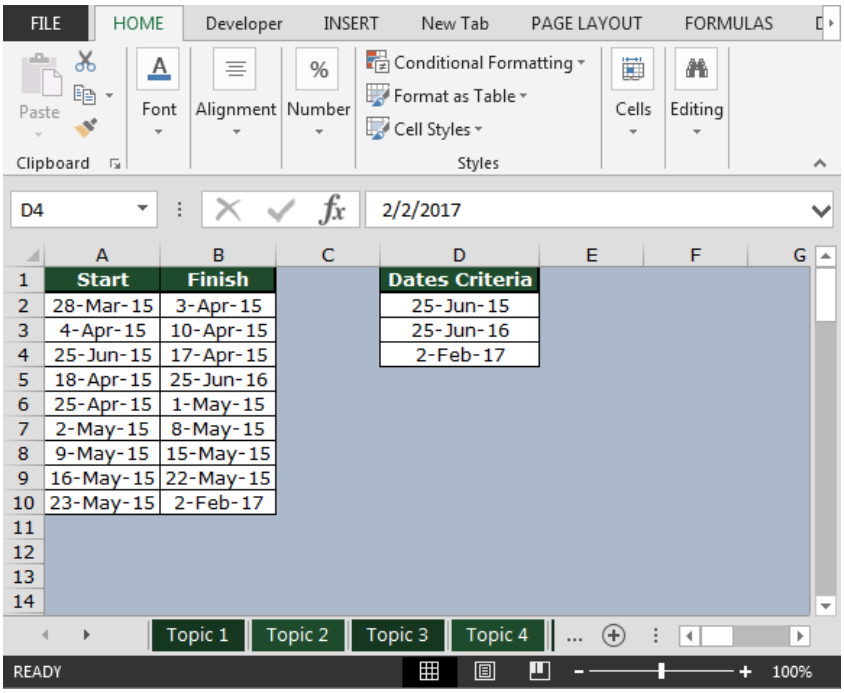
http://www.excelforum.com/excel-formulas-and-functions/1077491-conditional-formatting-to-mark-dates-on-a-calendar.html

Question:-

I have a calendar that I want to mark the dates as per the listed Date Criteria. I thought conditional formatting would be the best way, however can't seem to find a way.

Following is the list of start & finish dates in column A & B

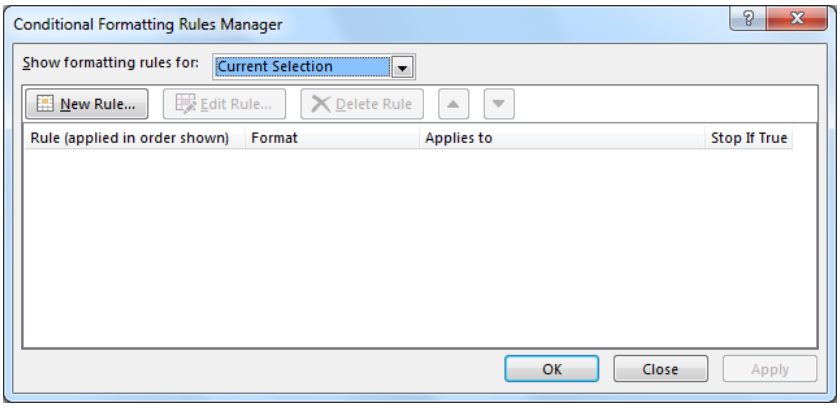
We want conditional formatting to highlight dates that matches Dates Criteria in column D; refer below snapshot



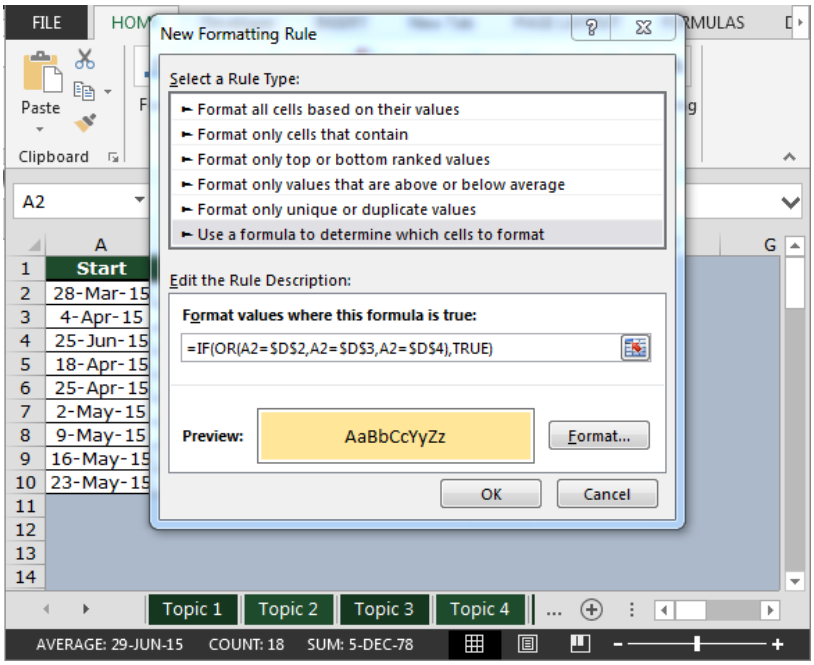
	A	B	C	D	E	F	G
1	Start	Finish		Dates Criteria			
2	28-Mar-15	3-Apr-15		25-Jun-15			
3	4-Apr-15	10-Apr-15		25-Jun-16			
4	25-Jun-15	17-Apr-15		2-Feb-17			
5	18-Apr-15	25-Jun-16					
6	25-Apr-15	1-May-15					
7	2-May-15	8-May-15					
8	9-May-15	15-May-15					
9	16-May-15	22-May-15					
10	23-May-15	2-Feb-17					
11							
12							
13							
14							

We need to follow the below steps:

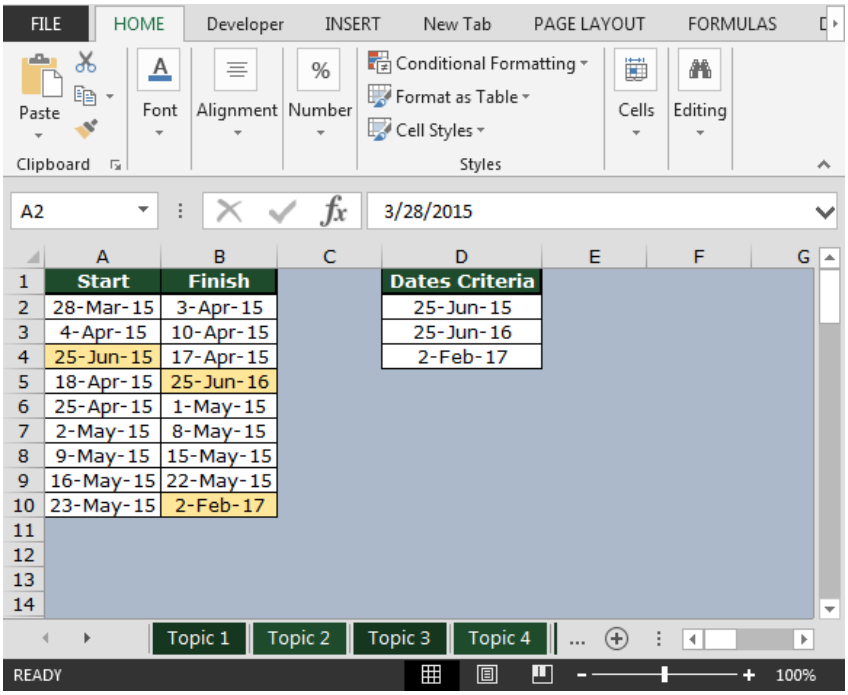
- Select range A2:B10
- Click on Home ribbon; from Styles group select Conditional Formatting or use shortcut key **ALT + O + D**



- Click on New Rule
- Select "Use a formula to determine which cells to format"
- Enter the formula as **=IF(OR(A2=$D$2,A2=$D$3,A2=$D$4),TRUE)**



- Click on Format & select the color of your choice
- Click on Ok button twice; we will get the require result



Topic 8:

Counting the Length of Characters in a Cell before a Particular Character

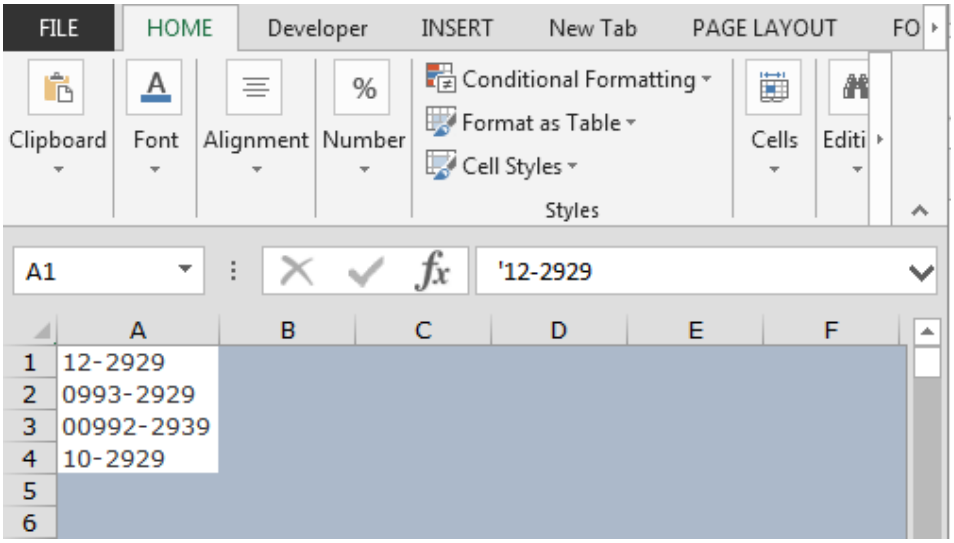
http://www.excelforum.com/excel-general/818753-counting-the-length-of-characters-in-a-cell-before-a-particular-character.html

Question:-

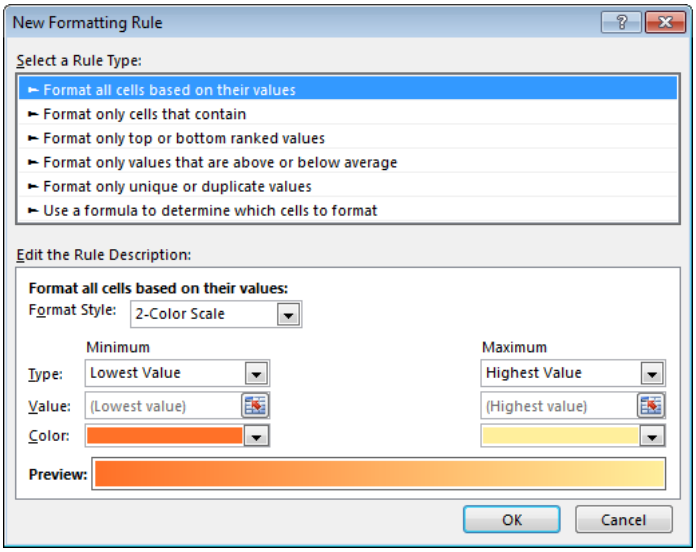
I am trying to highlight cells that contain an X number of characters before the - sign. For e.g... Let's say I have a list like this:

12-2929
0993-2929
00992-2939
10-2929

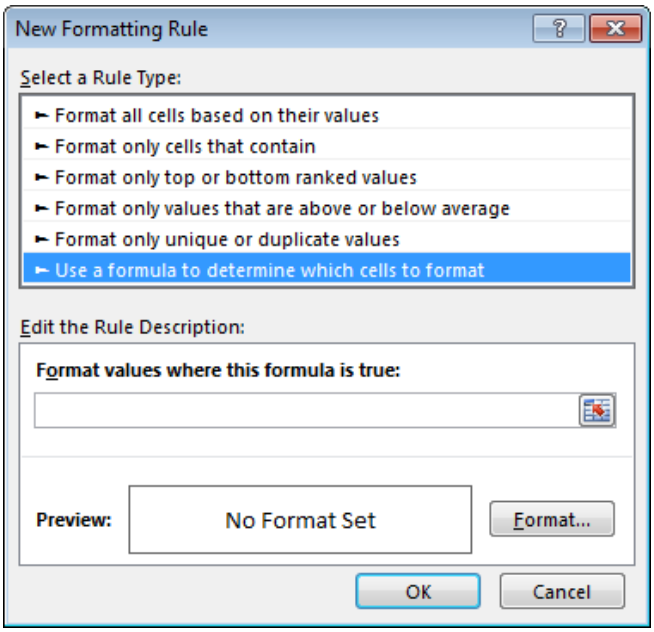
from the above list I would like to highlight cells that contain 2 characters before the dash, i.e., 12-2929 and 10-2929. I was wondering, what would be the best way of doing this via conditional formatting or using the Len formula in combination with another formula?



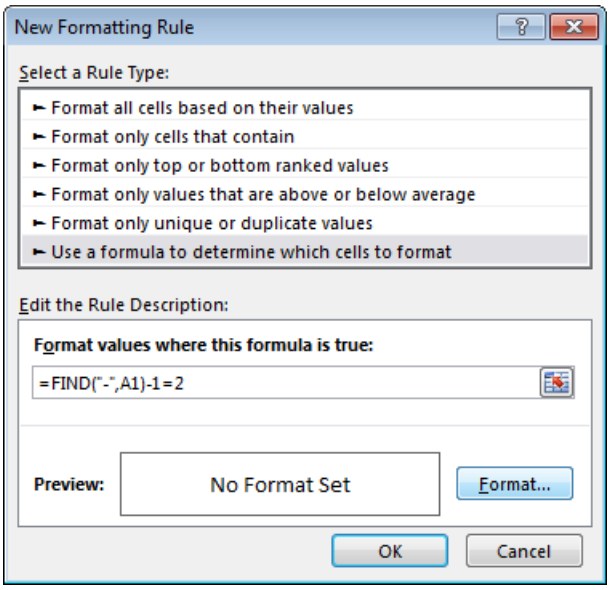
- Select the range & press ALT + O + D
- New Formatting Rule window will be pop up



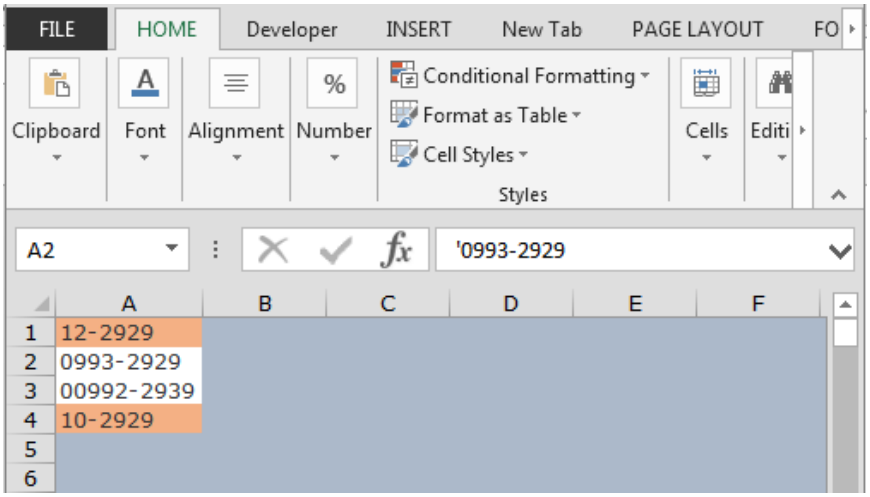
- Select "Use a formula to determine which cells to format"



- Enter the formula as **=FIND("-",A1)-1=2**



- Click on Format & fill the color of your choice.
- You will get the desired result.



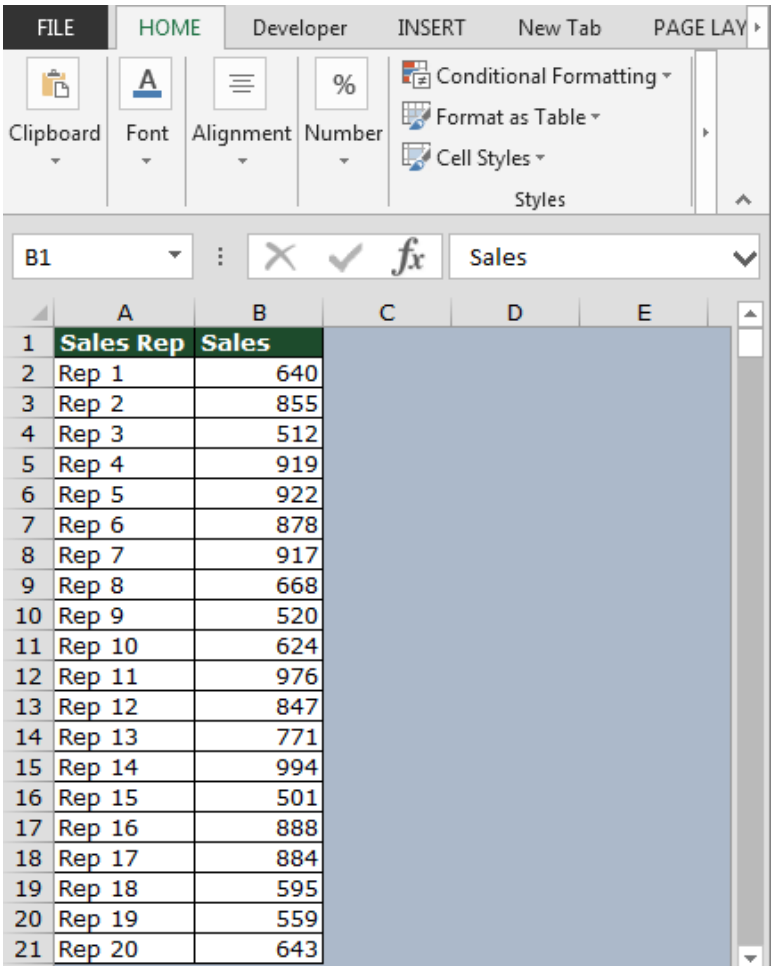
Topic 9:

Highlight the Top 10 Sales through Conditional Formatting

http://www.excelforum.com/showthread.php?t=1077896&p=4047123#post4047123

Question:-

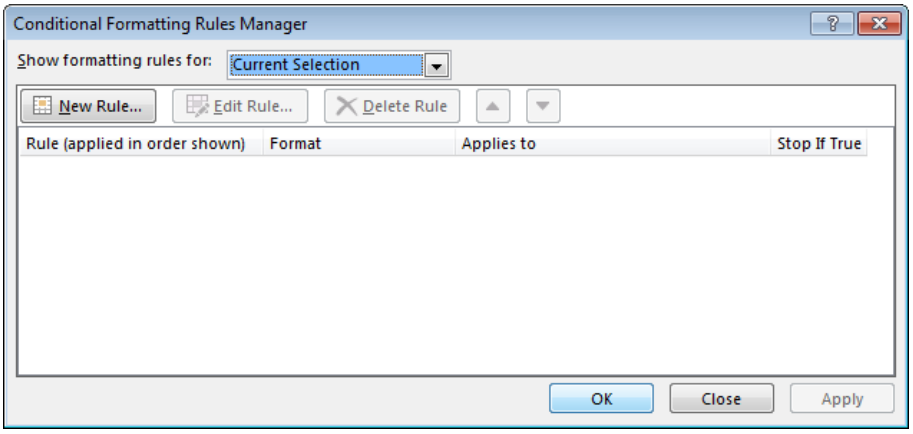
I have a list of sales in which I have sales amount. I want to highlight the top sales on the basis of sales amount, how I can do it through "Conditional Formatting".



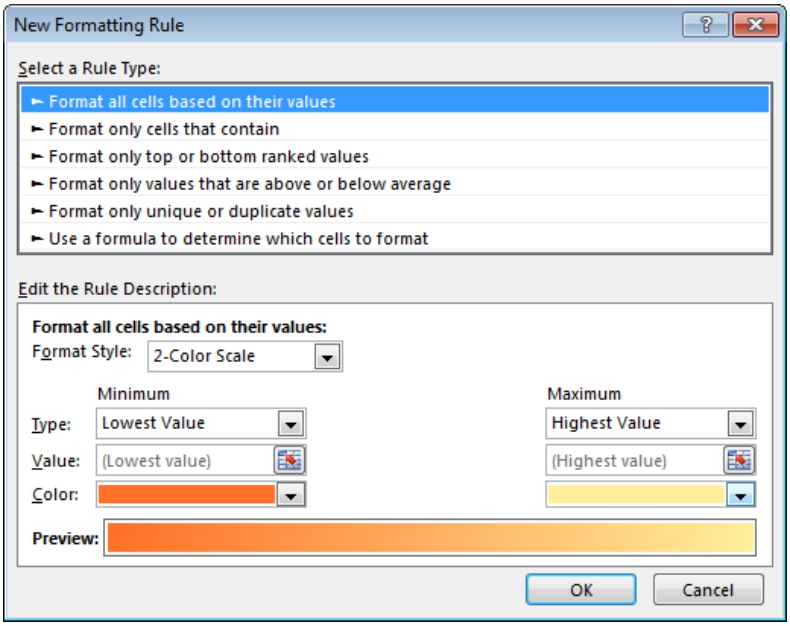
	A	B	C	D	E
1	Sales Rep	Sales			
2	Rep 1	640			
3	Rep 2	855			
4	Rep 3	512			
5	Rep 4	919			
6	Rep 5	922			
7	Rep 6	878			
8	Rep 7	917			
9	Rep 8	668			
10	Rep 9	520			
11	Rep 10	624			
12	Rep 11	976			
13	Rep 12	847			
14	Rep 13	771			
15	Rep 14	994			
16	Rep 15	501			
17	Rep 16	888			
18	Rep 17	884			
19	Rep 18	595			
20	Rep 19	559			
21	Rep 20	643			

Follow below given steps to highlight the top 10 sales:-

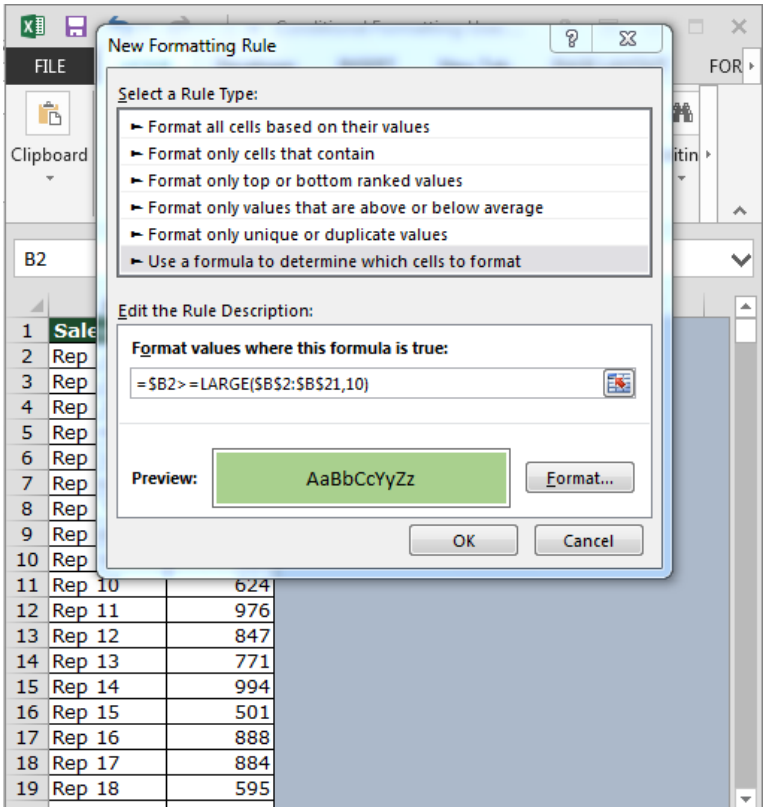
- Select the range A2:B21 & press ALT + O + D shortcut key to open Conditional Formatting Rules Manager.



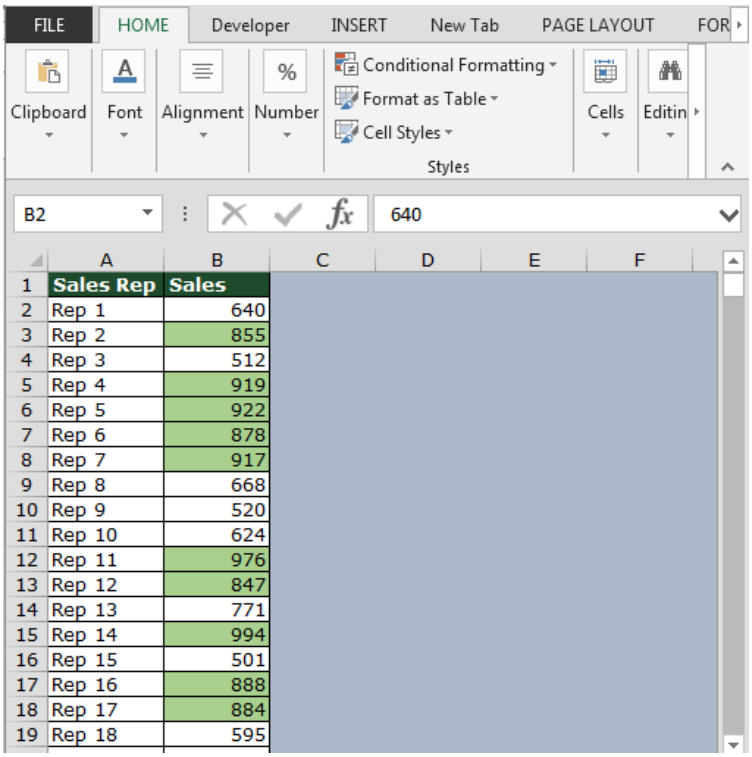
- Click on New Rule; New Formatting Rule window will appear



- Select “Use a formula to determine which cells to format”
- In “Format values where this formula is true” enter the following formula
- **=$B2>=LARGE($B$2:$B$21,10)**



- Click on Format & pick the color of your choice.
- Click on Ok button twice you will see Conditional Formatting gets applied on the selected range of cells refer below snapshot



	A	B	C	D	E	F
1	Sales Rep	Sales				
2	Rep 1	640				
3	Rep 2	855				
4	Rep 3	512				
5	Rep 4	919				
6	Rep 5	922				
7	Rep 6	878				
8	Rep 7	917				
9	Rep 8	668				
10	Rep 9	520				
11	Rep 10	624				
12	Rep 11	976				
13	Rep 12	847				
14	Rep 13	771				
15	Rep 14	994				
16	Rep 15	501				
17	Rep 16	888				
18	Rep 17	884				
19	Rep 18	595				

In this way we can highlight top 10 or any value from large amount of data using conditional formatting feature of excel.

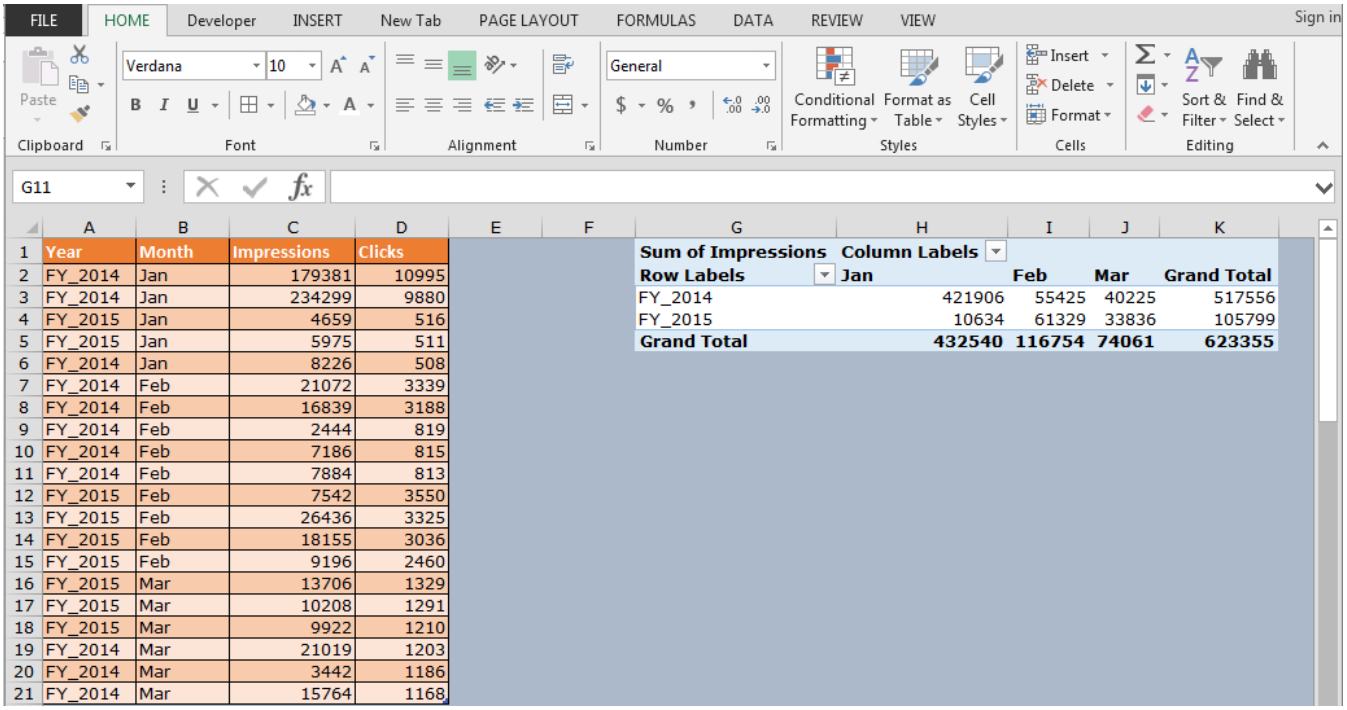
Topic 10:

Conditional Formatting for Pivot Tables

http://www.excelforum.com/excel-general/1077420-conditional-formatting-for-pivot-tables.html

Question:-

I have months in my pivot table and years (in the row column). How can I set up conditional formatting JUST on the month values?



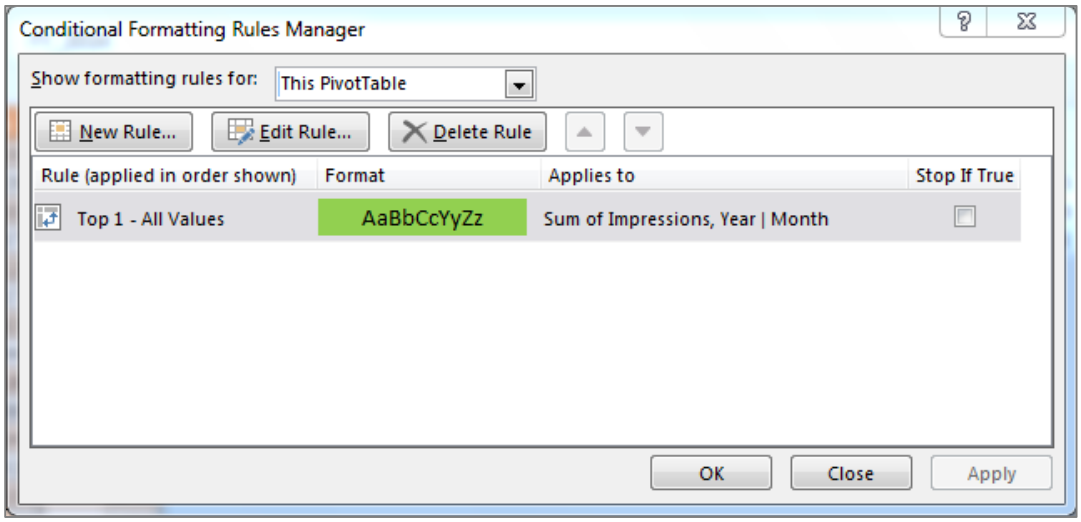
	A	B	C	D
1	Year	Month	Impressions	Clicks
2	FY_2014	Jan	179381	10995
3	FY_2014	Jan	234299	9880
4	FY_2015	Jan	4659	516
5	FY_2015	Jan	5975	511
6	FY_2014	Jan	8226	508
7	FY_2014	Feb	21072	3339
8	FY_2014	Feb	16839	3188
9	FY_2014	Feb	2444	819
10	FY_2014	Feb	7186	815
11	FY_2014	Feb	7884	813
12	FY_2015	Feb	7542	3550
13	FY_2015	Feb	26436	3325
14	FY_2015	Feb	18155	3036
15	FY_2015	Feb	9196	2460
16	FY_2015	Mar	13706	1329
17	FY_2015	Mar	10208	1291
18	FY_2015	Mar	9922	1210
19	FY_2014	Mar	21019	1203
20	FY_2014	Mar	3442	1186
21	FY_2014	Mar	15764	1168

Sum of Impressions	Column Labels			
Row Labels	Jan	Feb	Mar	Grand Total
FY_2014	421906	55425	40225	517556
FY_2015	10634	61329	33836	105799
Grand Total	432540	116754	74061	623355

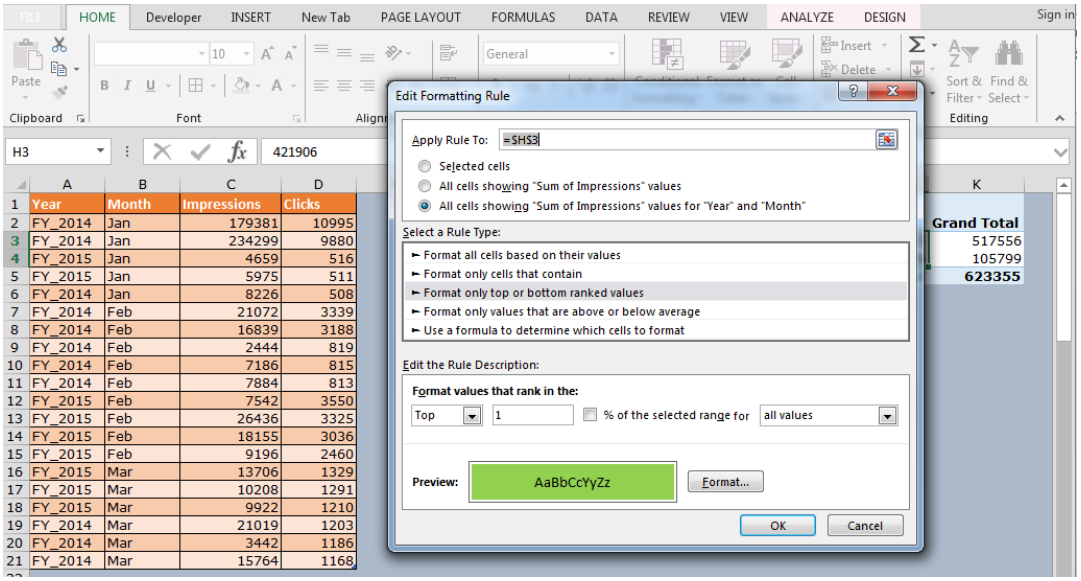
We want to highlight the maximum immpression in the range in "Pivot Table".

Follow below given steps:-

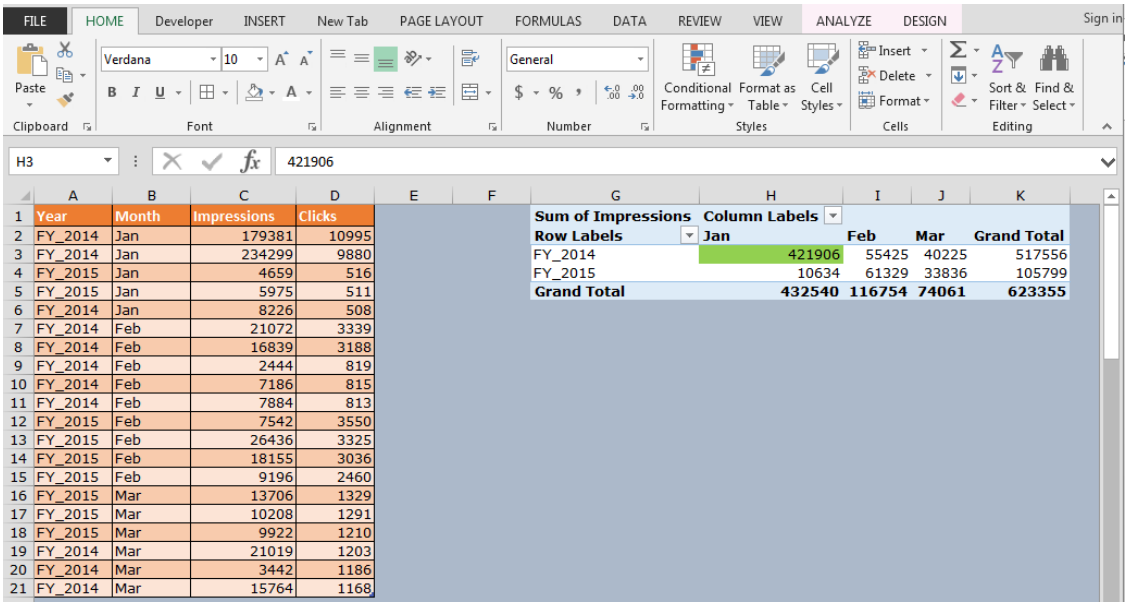
- Select the range H3:J3.
- Then click on "Conditional Formatting" drop down list will appear, where we have to select "Manage Rules" dialog box will get open.
- Select "This PivotTable" from the drop down list of Show formatting rules for:-



- Click on "New Rule", then define the range where we want to apply the rule.
- Select value:- Top 1 and then format it with Green color.



- Maximum number will get highlighted in the list.



Year	Month	Impressions	Clicks
FY_2014	Jan	179381	10995
FY_2014	Jan	234299	9880
FY_2015	Jan	4659	516
FY_2015	Jan	5975	511
FY_2014	Jan	8226	508
FY_2014	Feb	21072	3339
FY_2014	Feb	16839	3188
FY_2014	Feb	2444	819
FY_2014	Feb	7186	815
FY_2014	Feb	7884	813
FY_2015	Feb	7542	3550
FY_2015	Feb	26436	3325
FY_2015	Feb	18155	3036
FY_2015	Feb	9196	2460
FY_2015	Mar	13706	1329
FY_2015	Mar	10208	1291
FY_2015	Mar	9922	1210
FY_2014	Mar	21019	1203
FY_2014	Mar	3442	1186
FY_2014	Mar	15764	1168

Sum of Impressions	Column Labels			
Row Labels	Jan	Feb	Mar	Grand Total
FY_2014	421906	55425	40225	517556
FY_2015	10634	61329	33836	105799
Grand Total	**432540**	**116754**	**74061**	**623355**

Note:- Whenever we will referesh the pivot table after add the data in table, conditional formatting will be applicable accordingly

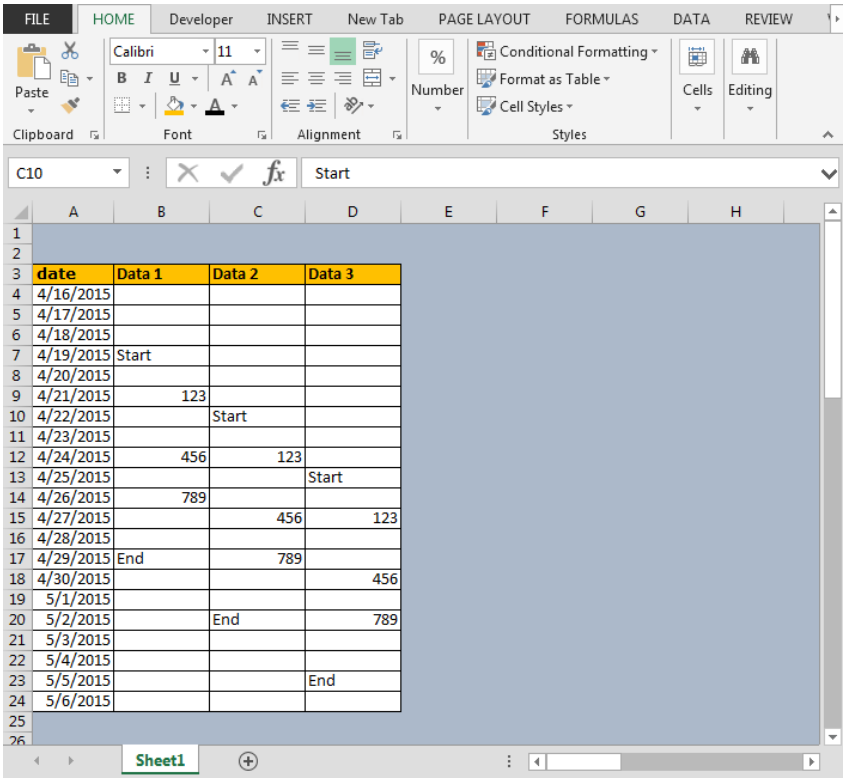
Topic 11:

Conditional Format Between First and Last Non-Blank Cells

http://www.excelforum.com/showthread.php?t=1077928&p=4047438#post4047438

Question:-

I need to conditionally format cells that are between first non-blank and last non-blank in column wise...

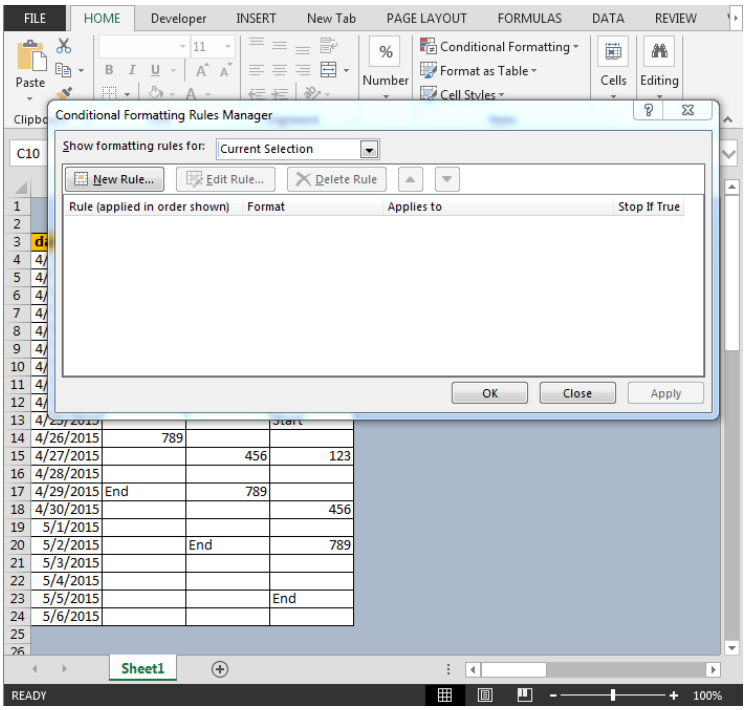


	A	B	C	D	E	F	G	H
1								
2								
3	**date**	**Data 1**	**Data 2**	**Data 3**				
4	4/16/2015							
5	4/17/2015							
6	4/18/2015							
7	4/19/2015	Start						
8	4/20/2015							
9	4/21/2015	123						
10	4/22/2015		Start					
11	4/23/2015							
12	4/24/2015	456	123					
13	4/25/2015			Start				
14	4/26/2015	789						
15	4/27/2015		456	123				
16	4/28/2015							
17	4/29/2015	End	789					
18	4/30/2015			456				
19	5/1/2015							
20	5/2/2015		End	789				
21	5/3/2015							
22	5/4/2015							
23	5/5/2015			End				
24	5/6/2015							
25								
26								

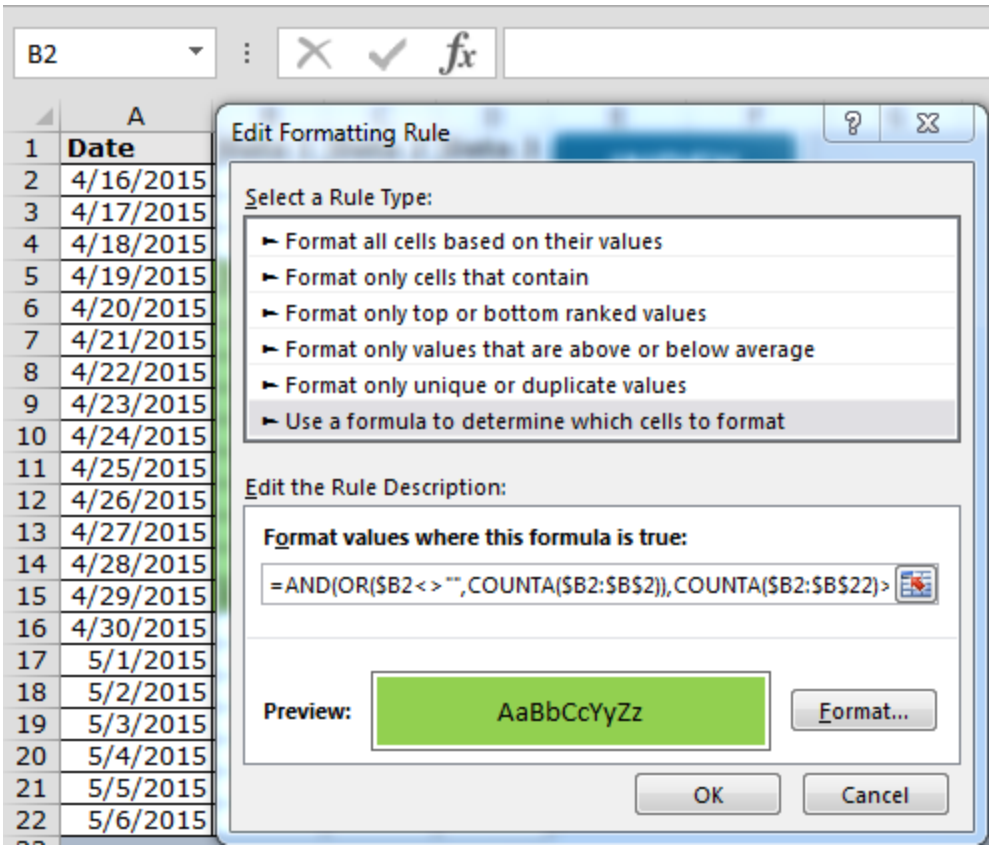
User want to highlight the range from the first non blank cell till the last non blank cell in the columns of data 1, 2, and 3.

In the Data 1, follow below given steps:-

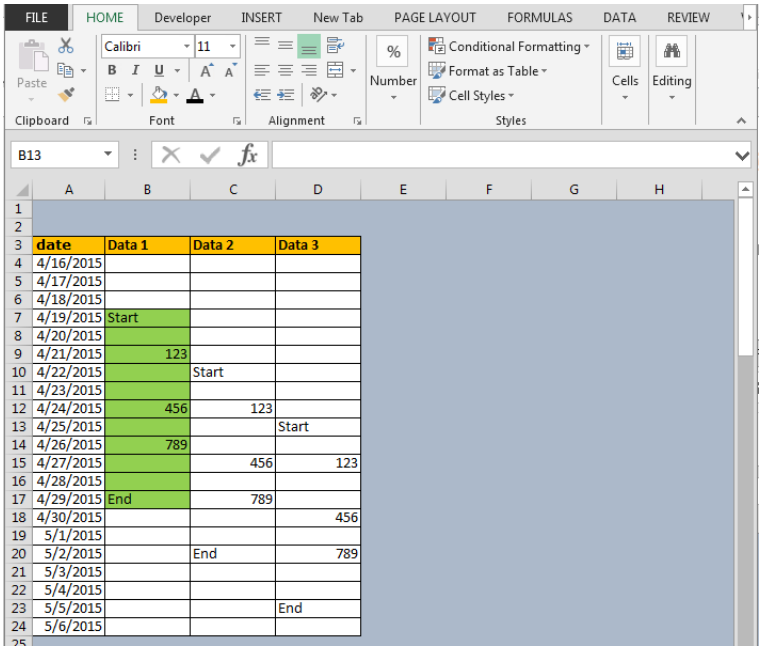
- Select the range B4:B24
- Then click on “Conditional Formatting” drop down list will appear, where we have to select “Manage Rules” dialog box will get open.



- Click on “New Rule”, then Select Use a formula to determine which cells to format.
- Enter the formula in formula tab :-
  =AND(OR($B2<>"",COUNTA($B2:$B$2)),COUNTA($B2:$B$22)>0)
- Click on the format tab, select the green color.



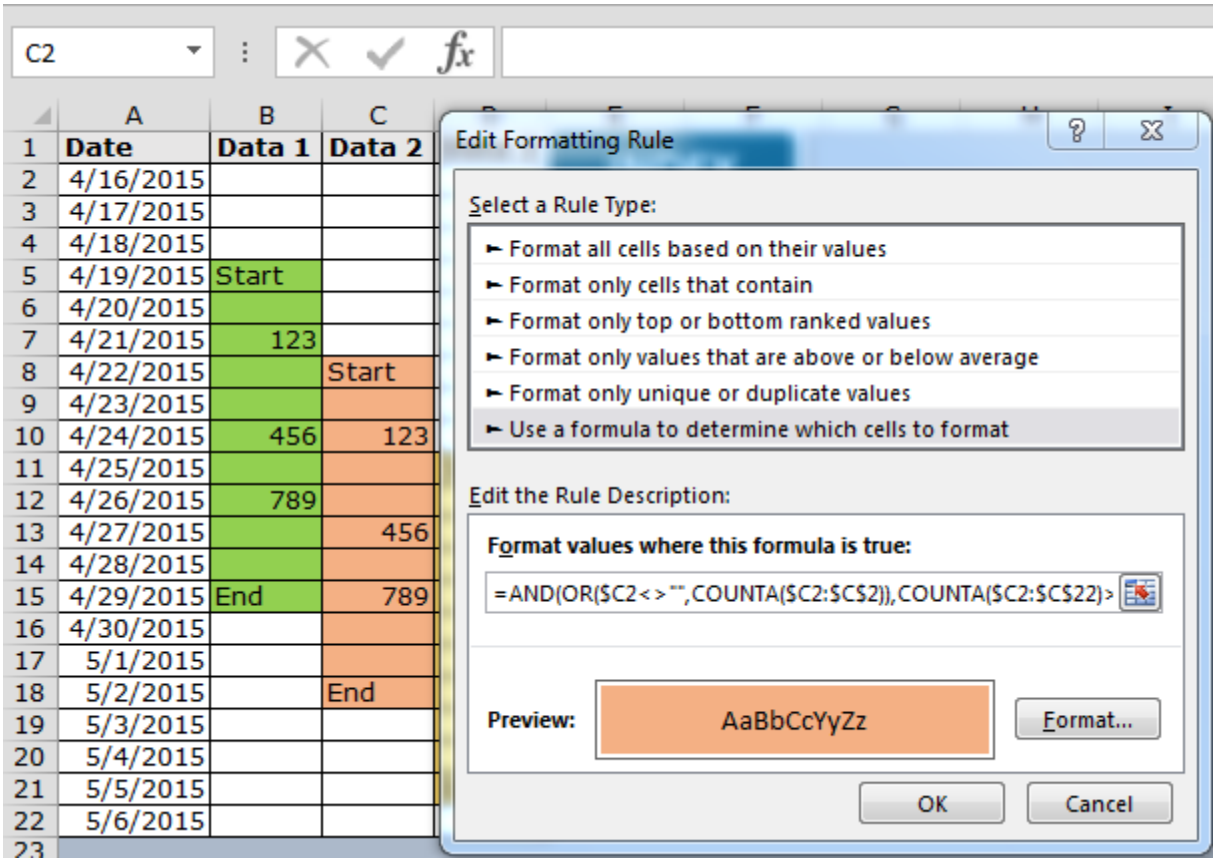
- Range will get highlighted from where data is getting start and till the last active cell.



	A	B	C	D
3	date	Data 1	Data 2	Data 3
4	4/16/2015			
5	4/17/2015			
6	4/18/2015			
7	4/19/2015	Start		
8	4/20/2015			
9	4/21/2015	123		
10	4/22/2015		Start	
11	4/23/2015			
12	4/24/2015	456	123	
13	4/25/2015			Start
14	4/26/2015	789		
15	4/27/2015		456	123
16	4/28/2015			
17	4/29/2015	End	789	
18	4/30/2015			456
19	5/1/2015			
20	5/2/2015		End	789
21	5/3/2015			
22	5/4/2015			
23	5/5/2015			End
24	5/6/2015			

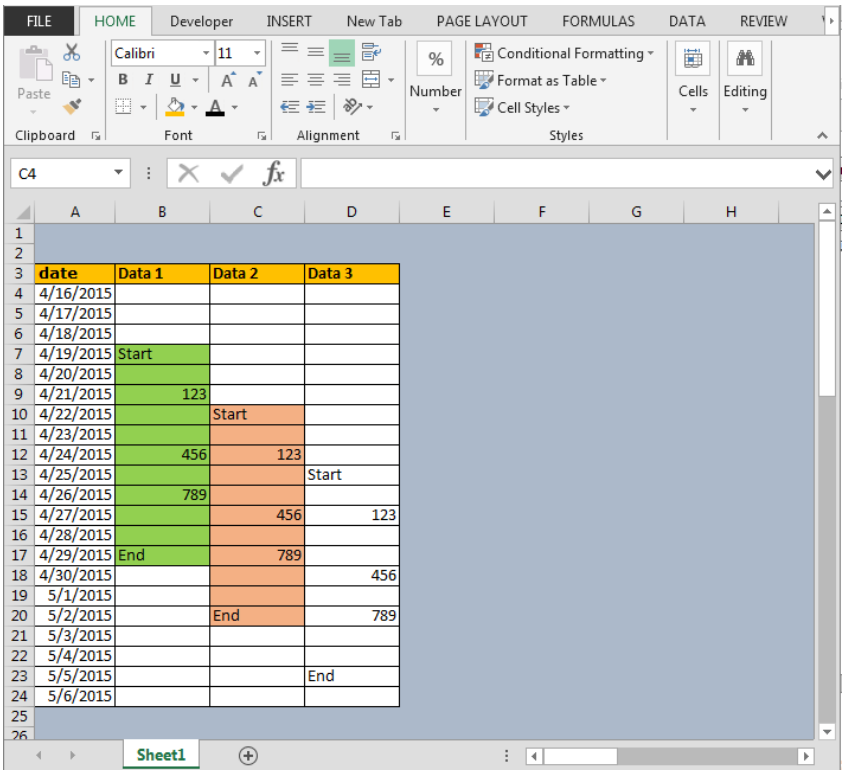
In the Data 2, follow below given steps:-

- Select the range C4:C24
- Then click on "Conditional Formatting" drop down list will appear, where we have to select "Manage Rules" dialog box will get open.
- Click on "New Rule", then Select Use a formula to determine which cells to format.
- Enter the formula in formula tab :-
  =AND(OR($C2<>"",COUNTA($C2:$C$2)),COUNTA($C2:$C$22)>0)
- Click on the format tab, select the Orange color.



	A	B	C
1	**Date**	**Data 1**	**Data 2**
2	4/16/2015		
3	4/17/2015		
4	4/18/2015		
5	4/19/2015	Start	
6	4/20/2015		
7	4/21/2015	123	
8	4/22/2015		Start
9	4/23/2015		
10	4/24/2015	456	123
11	4/25/2015		
12	4/26/2015	789	
13	4/27/2015		456
14	4/28/2015		
15	4/29/2015	End	789
16	4/30/2015		
17	5/1/2015		
18	5/2/2015		End
19	5/3/2015		
20	5/4/2015		
21	5/5/2015		
22	5/6/2015		
23			

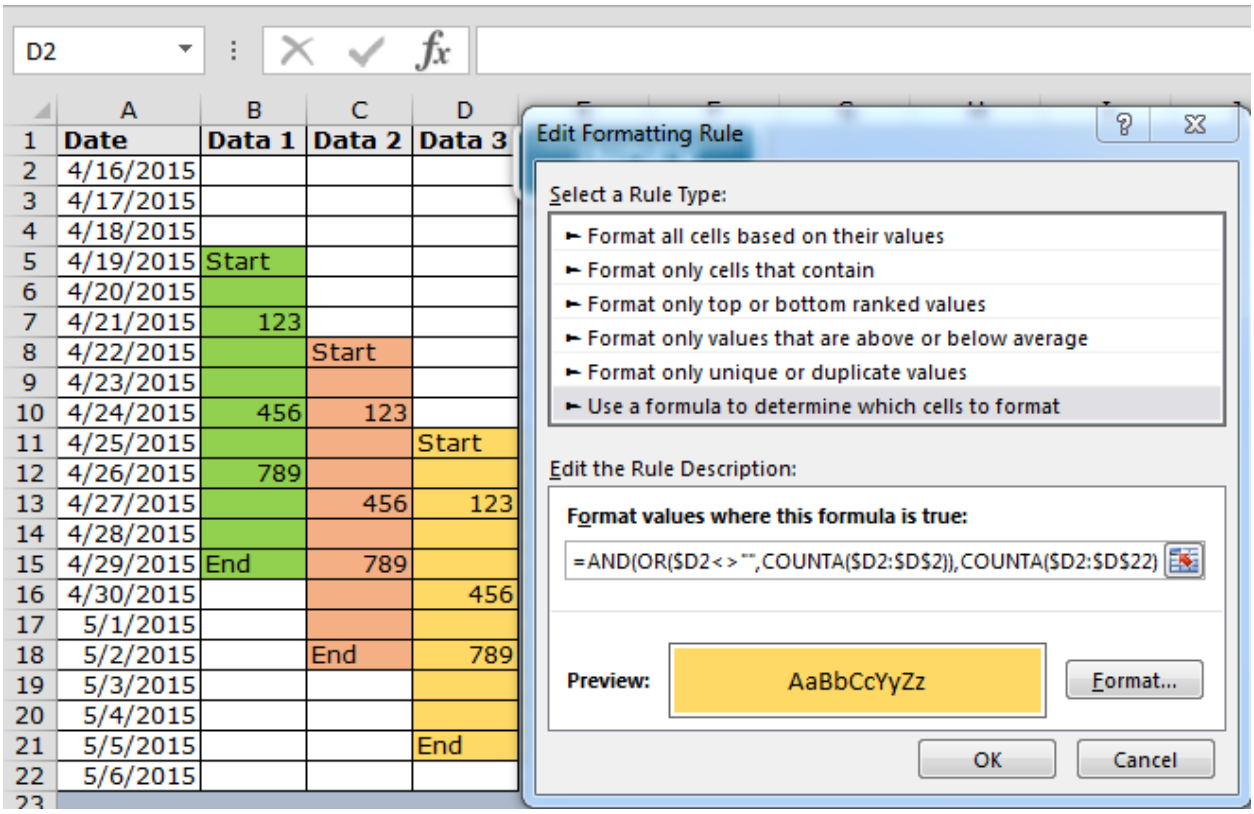
- Range will get highlighted from where data is getting start and till the last active cell.



	A	B	C	D	E	F	G	H
1								
2								
3	**date**	**Data 1**	**Data 2**	**Data 3**				
4	4/16/2015							
5	4/17/2015							
6	4/18/2015							
7	4/19/2015	Start						
8	4/20/2015							
9	4/21/2015	123						
10	4/22/2015		Start					
11	4/23/2015							
12	4/24/2015	456	123					
13	4/25/2015			Start				
14	4/26/2015	789						
15	4/27/2015		456	123				
16	4/28/2015							
17	4/29/2015	End	789					
18	4/30/2015			456				
19	5/1/2015							
20	5/2/2015		End	789				
21	5/3/2015							
22	5/4/2015							
23	5/5/2015			End				
24	5/6/2015							
25								
26								

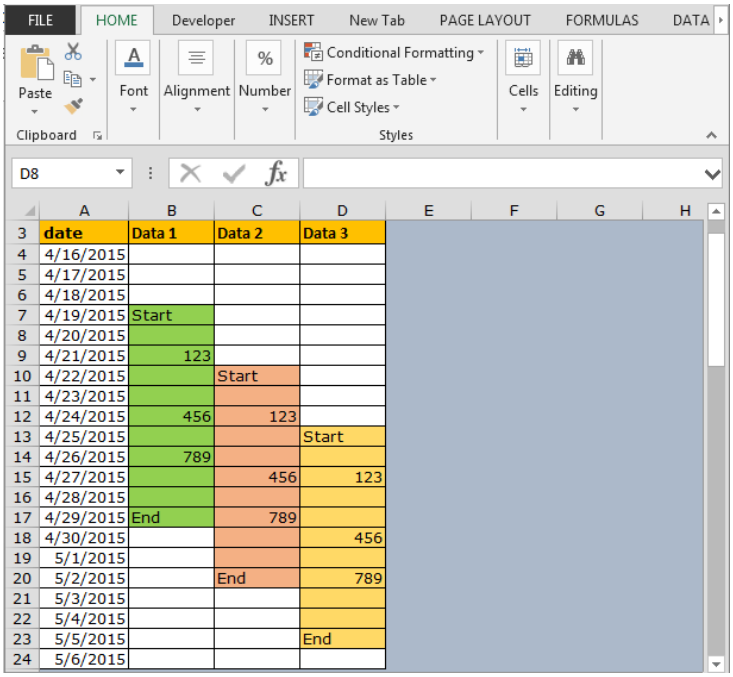
In the Data 3, follow below given steps:-

- Select the range D4:D24
- Then click on "Conditional Formatting" drop down list will appear, where we have to select "Manage Rules" dialog box will get open.
- Click on "New Rule", then Select Use a formula to determine which cells to format.
- Enter the formula in formula tab :-
  =AND(OR($D2<>"",COUNTA($D2:$D$2)),COUNTA($D2:$D$22)>0)
- Click on the format tab, select the yellow color.



	A	B	C	D
1	Date	Data 1	Data 2	Data 3
2	4/16/2015			
3	4/17/2015			
4	4/18/2015			
5	4/19/2015	Start		
6	4/20/2015			
7	4/21/2015	123		
8	4/22/2015		Start	
9	4/23/2015			
10	4/24/2015	456	123	
11	4/25/2015			Start
12	4/26/2015	789		
13	4/27/2015		456	123
14	4/28/2015			
15	4/29/2015	End	789	
16	4/30/2015			456
17	5/1/2015			
18	5/2/2015		End	789
19	5/3/2015			
20	5/4/2015			
21	5/5/2015			End
22	5/6/2015			

- Range will get highlighted from where data is getting start and till the last active cell.



	A	B	C	D	E	F	G	H
3	**date**	**Data 1**	**Data 2**	**Data 3**				
4	4/16/2015							
5	4/17/2015							
6	4/18/2015							
7	4/19/2015	Start						
8	4/20/2015							
9	4/21/2015	123						
10	4/22/2015		Start					
11	4/23/2015							
12	4/24/2015	456	123					
13	4/25/2015			Start				
14	4/26/2015	789						
15	4/27/2015		456	123				
16	4/28/2015							
17	4/29/2015	End	789					
18	4/30/2015			456				
19	5/1/2015							
20	5/2/2015		End	789				
21	5/3/2015							
22	5/4/2015							
23	5/5/2015			End				
24	5/6/2015							