CONDITIONAL FORMAT IN EXCEL 2010
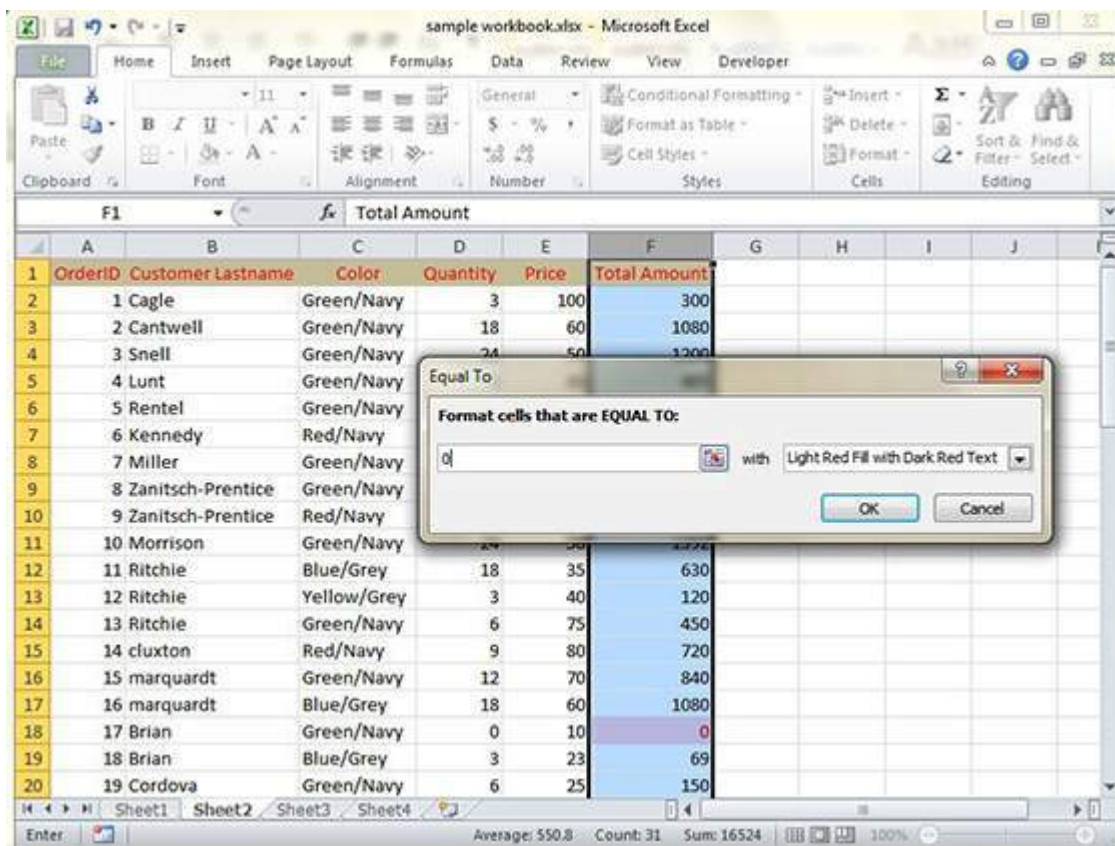
Conditional Formatting

MS Excel 2010 Conditional Formatting feature enables you to format a range of values so that values outside certain limits,are automatically formatted.

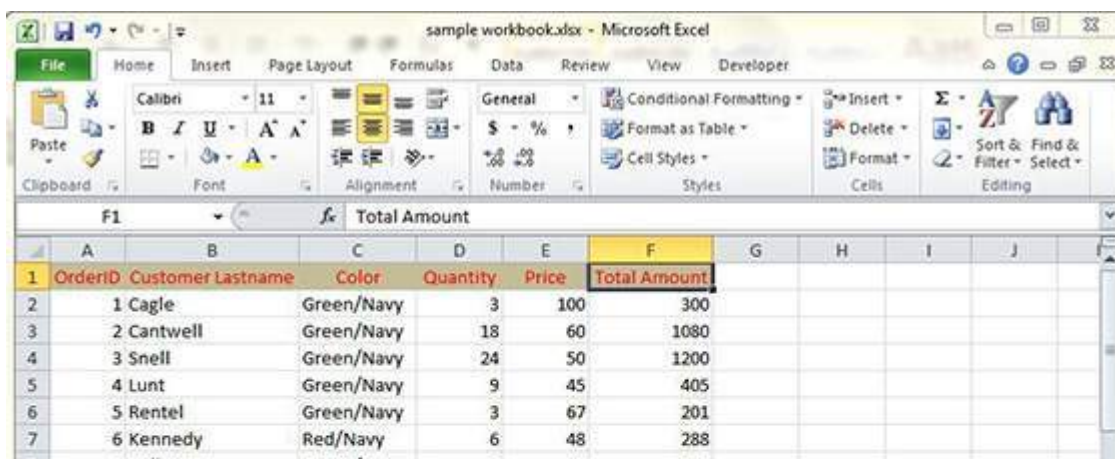Choose **Home Tab » Style group » Conditional Formatting dropdown.**

Various conditional formatting options

- **Highlight Cells Rules :** It opens a continuation menu with various options for defining formatting rules that highlight the cells in the cell selection that contain certain values, text, or dates, or that have values greater or less than a particular value, or that fall within a certain ranges of values.

Suppose you want to find cell with Amount 0 and Mark them as red.Choose **Range of cell » Home Tab » Conditional Formatting DropDown » Highlight Cell Rules » Equal To**

After Clicking ok the cells with value zero are marked as red.

9	8 Zanitsch-Prentice	Green/Navy	6	52	312
10	9 Zanitsch-Prentice	Red/Navy	0	56	0
11	10 Morrison	Green/Navy	24	58	1392
12	11 Ritchie	Blue/Grey	18	35	630
13	12 Ritchie	Yellow/Grey	3	40	120
14	13 Ritchie	Green/Navy	6	75	450
15	14 cluxton	Red/Navy	9	80	720
16	15 marquardt	Green/Navy	12	70	840
17	16 marquardt	Blue/Grey	18	60	1080
18	17 Brian	Green/Navy	0	10	0
19	18 Brian	Blue/Grey	3	23	69
20	19 Cordova	Green/Navy	6	25	150

- **Top/Bottom Rules :** It opens a continuation menu with various options for defining formatting rules that highlight the top and bottom values, percentages, and above and below average values in the cell selection.

Suppose you want to highlight top 10% rows you can do this with these Top/Bottom rules

- **Data Bars :** It opens a palette with different color data bars that you can apply to the cell selection to indicate their values relative to each other by clicking the data bar thumbnail.

With this conditional Formatting data Bars will appear in each cell.

- **Color Scales :** It opens a palette with different three- and two-colored scales that you can apply to the cell selection to indicate their values relative to each other by clicking the color scale thumbnail.

See below screenshot with Color Scales conditional formatting applied.

- **Icon Sets :** It opens a palette with different sets of icons that you can apply to the cell selection to indicate their values relative to each other by clicking the icon set.

See below screenshot with Icon Sets conditional formatting applied.

- **New Rule :** It opens the New Formatting Rule dialog box, where you define a custom conditional formatting rule to apply to the cell selection.

- **Clear Rules :** It opens a continuation menu, where you can remove conditional formatting rules for the cell selection by clicking the Selected Cells option, for the entire worksheet by clicking the Entire Sheet option, or for just the current data table by clicking the This Table option.

- **Manage Rules :** It opens the Conditional Formatting Rules Manager dialog box, where you edit and delete particular rules as well as adjust their rule precedence by moving them up or down in the Rules list box.