Microsoft Office Virtual Learning

Conditional Formatting

May 20, 2020

Lesson: <mark>May 20, 2020</mark>

Objective/Learning Target:
Students will learn how apply Conditional Formatting in Excel and Google Sheets

Introduction

Let's say you have a worksheet with thousands of rows of data. It would be extremely difficult to see patterns and trends just from examining the raw information. Similar to charts and sparklines, conditional formatting provides another way to visualize data and make worksheets easier to understand.
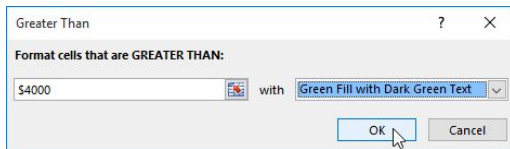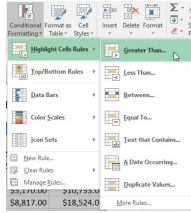
Understanding Conditional Formatting

Conditional formatting allows you to automatically apply formatting—such as **colors**, **icons**, and **data bars**—to one or more cells based on the **cell value**. To do this, you'll need to create a **conditional formatting rule**. For example, a conditional formatting rule might be: **If the value is less than $2000, color the cell red**. By applying this rule, you'd be able to quickly see which cells contain values less than $2000.

	A	B	C	D	E
2	**Salesperson**	**May**	**June**	**July**	**August**
3	Albertson, Kathy	$3,799.00	$557.00	$3,863.00	$1,117.00
4	Allenson, Carol	$18,930.00	$1,042.00	$9,355.00	$1,100.00
5	Altman, Zoey	$5,725.00	$3,072.00	$6,702.00	$2,116.00
6	Bittiman, William	$1,344.00	$3,755.00	$4,415.00	$1,089.00
7	Brennan, Michael	$8,296.00	$3,152.00	$11,601.00	$1,122.00
8	Carlson, David	$3,945.00	$4,056.00	$3,726.00	$1,135.00
9	Collman, Harry	$8,337.00	$4,906.00	$9,007.00	$2,113.00
10	Counts, Elizabeth	$3,742.00	$521.00	$4,505.00	$1,024.00
11	David, Chloe	$7,605.00	$3,428.00	$3,973.00	$1,716.00

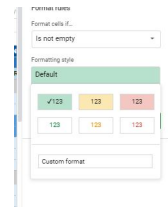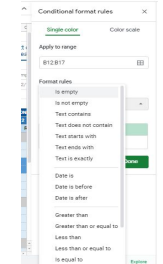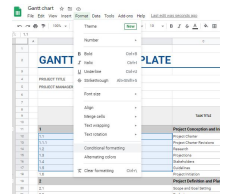# To Create a Conditional Formatting Rule

Excel

1. Select the desired cells for the conditional formatting rule.
2. From the Home tab, click the Conditional Formatting command. A drop-down menu will appear.
3. Hover the mouse over the desired conditional formatting type, then select the desired rule from the menu that appears. In our example, we want to highlight cells that are greater than $4000.

4. A dialog box will appear. Enter the desired value(s) into the blank field. In our example, we'll enter 4000 as our value.
5. Select a formatting style from the drop-down menu. In our example, we'll choose Green Fill with Dark Green Text, then click OK.

6. The conditional formatting will be applied to the selected cells. In our example, it's easy to see which salespeople reached the $4000 sales goal for each month.
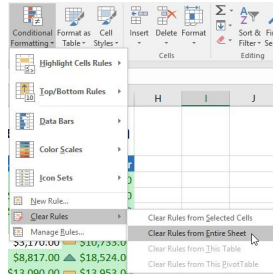
Google Sheets

1. Select the desired cells for the conditional formatting rule.
2. Select the Format option, click the Conditional Formatting command from the drop down menu.

3. A dialog box will appear. Select the Format rules from the drop down menu.

4. Select the formatting style from the Formatting style drop down menu to choose the color of the cell.
5. Click Done.
6. The conditional formatting will be applied to the selected cells.

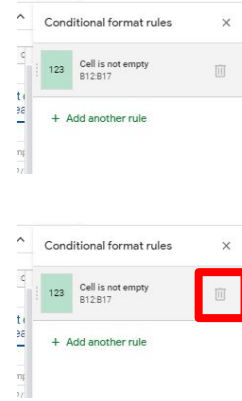# Removing Conditional Formatting

Excel

1. Click the Conditional Formatting command. A drop-down menu will appear.
2. Hover the mouse over Clear Rules, and choose which rules you want to clear. In our example, we'll select Clear Rules from Entire Sheet to remove all conditional formatting from the worksheet.
3. The conditional formatting will be removed.

Sheets

1. Select the Format option, click the Conditional Formatting command from the drop down menu.

2. Hover over the rule that you want to clear

3. Select the trash can icon that appears

4. The conditional formatting will be removed

Challenge

Excel

1. Open a new or existing excel workbook.
2. Select cells A1:A17
3. Apply conditional formatting so it highlights the cells that are empty in red
4. Apply another rule to the same range so that once you have entered data into cells A1:A17, the cell turns green
5. Enter random data in cells A5 and A10

Sheets

1. Open a new or existing google sheet workbook.
2. Select cells A1:A17
3. Apply conditional formatting so it highlights the cells that are empty in red
4. Apply another rule to the same range so that once you have entered data into cells A1:A17, the cell turns green
5. Enter random data in cells A5 and A10

For More Resources:

Microsoft Excel:
https://edu.gcfglobal.org/en/excel2016/conditional-formatting/1/