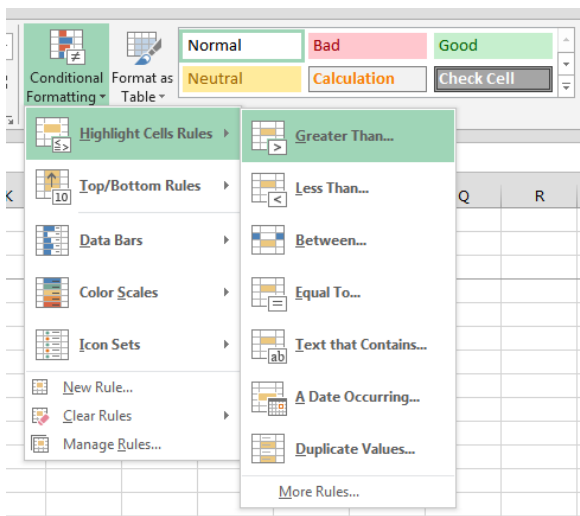


Conditional Formatting

When you use data tables, you're often looking for data that stands out in some way, based on certain conditions. Excel's **Conditional Formatting** is a quick tool that can help you see patterns and trends in your data, by applying automatic formatting such as **colors, icons, and data bars** to cells. Excel helps create rules that can be based on many kinds of conditions.

	A	B	C
1			
2			
3	Month	Vendor	Amount
4	January	Dominion	100
5	January	Acme	700
6	February	Acme	200
7	February	Dominion	500
8	February	Dunder Mifflin	500
9	March	Dominion	200
10	April	Parker Industries	900
11	April	Dominion	300
12	May	Dominion	800
13	May	Acme	600
14	June	Parker Industries	200
15	June	Dominion	100
16			

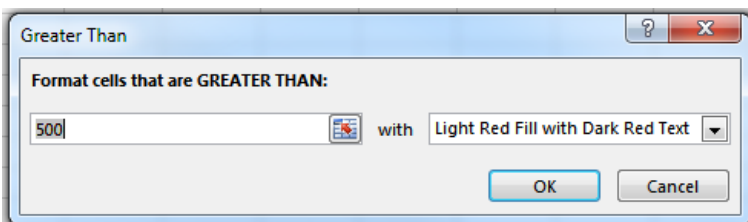
To get started, **select the data** that you want to format:



Next, from the **Home** tab, click **Conditional Formatting**, then hover over **Highlight Cells Rules**.

Some of the most common conditions are shown in the top menu.

In this example, let's say that you want to highlight cells containing amounts greater than 500. Select the **Greater Than** rule in the menu, and enter **500** as the value. Select a **formatting style**; the default here is **Light Red Fill with Dark Red Text**. Then click **OK**.



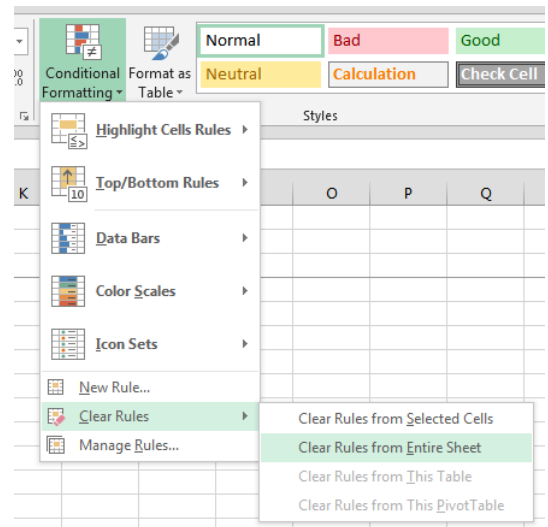
Now, your rule applies the formatting to your data, highlighting values greater than 500:

	A	B	C
1			
2			
3	Month	Vendor	Amount
4	January	Dominion	100
5	January	Acme	700
6	February	Acme	200
7	February	Dominion	500
8	February	Dunder Mifflin	500
9	March	Dominion	200
10	April	Parker Industries	900
11	April	Dominion	300
12	May	Dominion	800
13	May	Acme	600
14	June	Parker Industries	200
15	June	Dominion	100

Note that you can apply multiple rules to your data, allowing you to see different trends or outliers.

To remove **Conditional Formatting**, select the **Clear Rules** command from the menu, then select what you want to remove.

In this example, all rules are removed from the entire sheet:



Bonus tip: Filtering by Color!

Did you know that you can filter a list or table based on **color**? If you have cells highlighted (either manually applied, or from **Conditional Formatting**), or the fonts are in different colors, you can use those as filter criteria.

Simply click on the drop-down arrow on your header row, and select **Filter by Color**. This is especially handy if you have used multiple colors to highlight your data.

