CONDITIONAL FORMATTING IN EXCEL – AVERAGES

Have a look again at the students' spreadsheet:

	A	B	C	D	E	F	G	H	I	J
1		Steven	Mary	Ann	Raymond	Mark	Paul	Eliza	Kelly	Averages
2	Math	76	89	43	48	51	76	87	56	
3	English	55	85	78	61	47	87	91	73	
4	Science	65	82	39	58	52	65	57	45	
5	History	45	91	56	72	49	56	78	56	
6	Geography	51	84	54	64	47	64	67	67	
7	Art	43	63	49	62	39	89	64	63	
8	Computer Studies	63	95	45	59	41	92	89	52	
9	French	35	91	65	26	28	51	92	56	
10										
11	Overall Average									
12										

When you achieve the above spreadsheet in Excel, click File > Save As and save it with a different file name, as you'll need another copy later.

What we're going to do is some conditional formatting based on Average scores. We'll have one colour for those scores that are above average and another colour for those that are below average.

To do this, start by selecting the scores form cells B2 to I9. With scores selected, locate the styles panels on the Home ribbon at the top of Excel. From the Styles panel, click on Conditional Formatting, the select Top/Bottom Rules > Above Average. The default colour for the cells is Light Red Fill with Dark Red Text. If you want another colour, click the arrow on

the dropdown box to see more options. If you are still not happy with the colour range, select the Custom Format option at the bottom. You can then set up a custom colour.

To set colours for values below averages, select score again, go to Home > Styles > Conditional Formatting again. This time from the menu, select Top/Bottom Rule > Below Average. When you get the dialogue box up, select a different colour for the Below Average scores. Click OK to apply the formatting.