# EXCEL CONDITIONAL FORMATTING

Conditional formatting in Excel allows you to change the appearance of a cell, depending on certain conditions. What we'll do is to colour the Overall Averages on the grade. Here's the spreadsheet we'll be working on.

| | A | B | C | D | E | F | G | H | I | J |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | | **Steven** | **Mary** | **Ann** | **Raymond** | **Mark** | **Paul** | **Eliza** | **Kelly** | **Aver** |
| 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 | 54.13 | 85.00 | 53.63 | 56.25 | 44.25 | 72.50 | 78.13 | 58.50 | |
| 12 | | | | | | | | | | |
| 13 | | | | | | | | | | |

Highlight the cells with Overall Grades, which should be cells B11 to I11. The Overall Averages range from 44 to 85. We'll colour each grade, depending on a scale. A different colour will apply to the following grades.

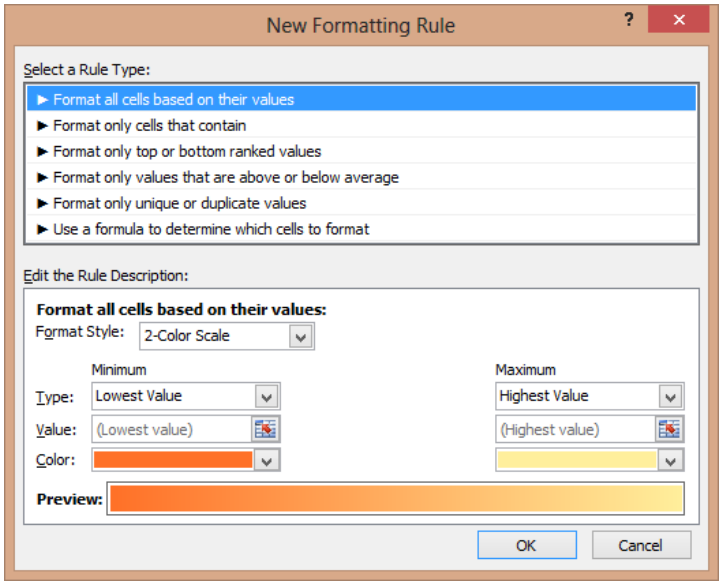
- 50 and below
- 51 to 60
- 61 to 70
- 71 to 80
- 81 and above

So five different bands, and a colour for each. To set the Conditional Formatting in Excel, do the following:

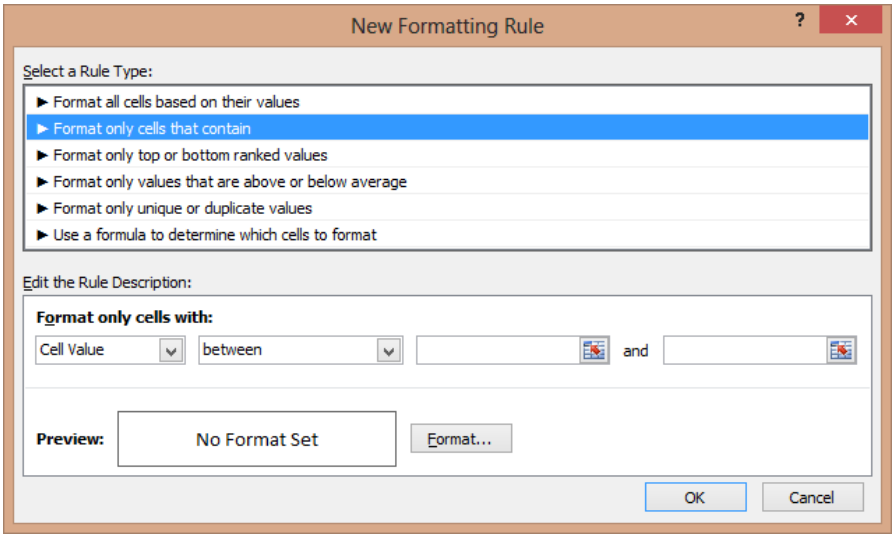
- With your Overall Averages highlighted, click on the Home menu at the top of Excel.
- On the Home Ribbon, locate the Styles panel, and the Conditional Formatting item.

The Conditional Formatting menu gives you various options. The easiest one is the Colour Scales option. Select one of these and Excel will colour the cell backgrounds for you.

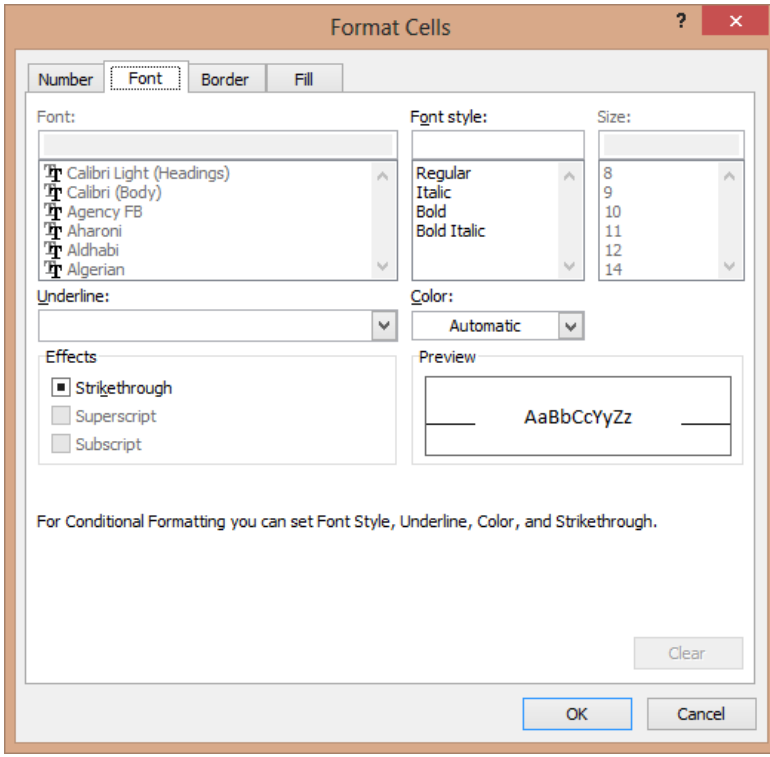
We'd like to choose our own values. So click on More Rules, from the colour scales submenu. You'll see the following rather complex dialogue box.



The one we want is the second option, "Format only cells that contain." This will allow us to set up our values. When you click this option, the dialogue box changes to bring on a sub dialogue box captioned "Format only cells with". It says Cell Value and Between, in the dropdown boxes. We only need to type a value for the two boxes that are currently blank in the image below. We can then click the Format Button to choose a colour.




So type 0 in the first box and 50 in the second one. Then click the Format button. You'll get another dialogue box popping up. This is just the Format Cells one though. You've met this before. Click on the Fill tab and choose a colour. Click OK.




The Preview is showing the colour we've set. So we've said, "If the Cell Value is between 0 and 50 then colour the cell Red."

Click OK on this dialogue box to get back to Excel. YOu should find that one of the cells has turned red. To format the rest of the cells, click on Conditional Formatting on the styles panel again. From the menu, click o Manage Rules. You'll get yet another complex dialogue box popping up!

Our first rule is already there – Cell Value Between. The only we're doing here is adding New Rules, similar to the one

we've just set up. Click the New Rule button then. You'll see the exact same dialogue boxes you used to set up the first rule. Set a new colour for the next score – 51 to 60. Choose a colour, and keep clicking OK until you get back to the Rules Manager dialogue box.

We now have two colours in our range. Do the rest of the scores, choosing a colour for each. The scores are these, remember:

- 50 and below
- 51 to 60
- 61 to 70
- 71 to 80
- 81 and above

When you've done them well, all your dialogue boxes should have colours.

Click OK when you're done. Your Overall Averages will then look out with colours; this would allow you to see at glance relevant information.