



Queen Mary
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Microsoft Excel – Managing Data

Conditional Formatting

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Conditional Formatting

- Conditional Formatting (CF) is a tool for formatting cells in a spreadsheet.
- Conditional formatting allows cells within a particular range to be automatically formatted (such as colours, icons, and data bars) automatically in accordance to what is in the cell.
- Conditional formatting provides another way to visualize data and make worksheets easier to understand.
- To do this, you need to create a conditional formatting rule.

Conditional Formatting

Different rules that can be applied:

- **Highlight Cells Rules:** Examples include highlighting cells that are greater than a particular value, are between two values, contain a specific text string, contain a date, or are duplicated.
- **Top/Bottom Rules:** Examples include highlighting the top ten items, the items in the bottom 20 percent, and the items that are above average.
- **Data Bars:** Applies graphic bars directly in the cells, proportional to the cell's value.
- **Colour Scales:** Applies background colour, proportional to the cell's value.
- **Icon Sets:** Displays icons directly in the cells. The icons depend on the cell's value.
- **New Rule:** Enables you to specify other conditional formatting rules, including rules based on a logical formula.
- **Manage Rules:** Displays the Conditional Formatting Rules Manager dialog box in which you create new conditional formatting rules, edit rules, or delete rules.

Conditional Formatting

To apply Conditional Formatting:

- Select the **desired cells** for the conditional formatting rule.
- From the **Home** tab, click the **Conditional Formatting** command.
- Select the desired rule from the drop-down menu that appears.

To remove Conditional Formatting:

- Click the **Conditional Formatting** command.
- Select **Clear Rules**. You can choose to clear rules from the entire worksheet or the selected cells.

