



## CONDITIONAL FORMATS

• **Conditional formats:** Formatting that changes based on the value in the cell, unlike traditional formats.

• Your rules can:

- Reflect whether values are above or below a specific threshold
- Indicate how large a value is when compared to other values to which the same rule is applied
- Identify the smallest and largest values in the selected range

**Display the Conditional Formatting list:**

- Select the appropriate cells.
- Go to the *Styles* group on the *Home* tab.



• Click **Conditional Formatting**.

### HIGHLIGHTING RULES

**Create a cell-highlighting rule:**

- Display the *Conditional Formatting* list.
- Point to *Highlight Cells Rules* and then click the type of rule you want to create.
- Go to the dialog box that appears.
  - Define a rule to specify when Excel should apply the format.
  - Click the list box's down arrow and click a predefined format.

**OR**

- Click *Custom Format*
- Go to the *Format Cells* dialog box
- Define the format
- Click **OK**
- Click **OK**

**Create a top or bottom rule:**

- Display the *Conditional Formatting* list.
- Point to *Top/Bottom Rules*.
- Click the type of rule you want to create.
- Go to the dialog box.
- Create the rule to specify when Excel should apply the format.
  - Click the list box's down arrow and click a predefined format.

**OR**

- Click *Custom Format*
- Go to the *Format Cells* dialog box
- Define the format
- Click **OK**
- Click **OK**

**Highlight unique or duplicate values in a range:**

- Display the *Conditional Formatting* list.
- Point to *Highlight Cells Rules*.
- Click *Duplicate Values*.
- Go to the *Duplicate Values* dialog box.
  - Click the *Format* cells that contain list box's down arrow.
  - Click *Duplicate* or *Unique*.
  - Click the list box's down arrow and click a predefined format.

**OR**

- Click *Custom Format*, use the controls in the *Format Cells* dialog box to define the format, and then click **OK** twice.

### DATA BAR, COLOR SCALE & ICON SET FORMATS

**Data Bars**

Comparing two numbers in an Excel worksheet is easy, but it's difficult to compare multiple numbers with a quick glance.

- **Data bar conditional format:** Formatting that displays a color bar in the background of a cell so you can quickly compare the relative magnitude of values in a list.
- The length of the data bar represents the size of that cell's value in relation to the other cells to which you applied the conditional format.

**Create a data bar conditional format:**

- Display the *Conditional Formatting* list.
- Point to *Data Bars*.
- Click the format you want to apply.

#### Types of Data Bars

• **Gradient Fill formats:**

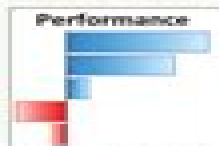
- Gradually change from a solid fill at the left edge of the cell to white as the data bar goes across the cell
- Were introduced in Excel 2007

• **Solid Fill formats:**

- Remain a solid color for the entire length of the data bar
- Were added to Excel 2010 after user feedback indicated Gradient Fill data bars were hard to interpret.

Year	Sales
2019	\$ 1,300,000
2020	\$ 2,900,000
2021	\$ 1,850,000

**Solid Fill Data Bar**



**Gradient Fill Data Bar**

**Show a data bar without showing the cell's contents:**

- Display the *Conditional Formatting* list.
- Point to *Data Bars*.
- Click *More Rules*.
- Go to the *New Formatting Rule* dialog box.
- Check the *Show Bar Only* box.
- Click **OK**.

**Show negative values using a data bar:**

- Display the *Conditional Formatting* list.
- Point to *Data Bars*.
- Click *More Rules*.
- Go to the *New Formatting Rule* dialog box.
- Click the *Negative Values and Text* button.

- Go to the *Negative Values and Text Settings* dialog box.

- Click the *Fill Color* button and select a fill color for negative values.

**OR**

- Select the *Apply same fill color as positive bar* option.

- In the *Data* settings section of the dialog box, select any of these options to position the axis separating positive and negative values:

- *Automatic* (display at variable position based on negative values)
- *Cell midpoint*
- *None* (show negative values in the same direction as positive)

- Click the *Axis color* button and select a color for the axis.

- Click **OK** twice to close the dialog boxes.

### Color Scales

**Color scales** use gradually changing colors, called *gradients*, to represent changes in cell values.

**1-Color:** A color scale that displays cells with small values in white and larger values in red would fill the background of the cell that contains the smallest value with a pure white background and add bits of red to represent larger values. The cell that contains the largest value in the range would have a background of pure red.

**Create a color scale conditional format:**

- Display the *Conditional Formatting* list.
- Point to *Color Scales*.
- Click the format you want to apply.

**NOTE:** You can select two-color or three-color *Color Scales*. If your data falls into two distinct ranges, use a *two-color scale*. If your data falls into three distinct ranges, such as poor, fair, and good performance, use a *three-color scale*.

Year	Sales	Market	Market	Market	Market
1	13	52	89	29	29
2	58	74	37	32	32
3	9	14	84	19	19
4	8	21	43	52	52
5	72	69	62	89	89

**Two-Color Color Scale**

**Base color scales on specific minimum & maximum values:**

- Display the *Conditional Formatting* list.
- Point to *Color Scales*.
- Click *More Rules*.
- Go to the *New Formatting Rule* dialog box.
- Click the *Minimum* column's *Type* list box's down arrow.
- Click *Number*.
- Go to the *Minimum* column's *Value* box.
- Enter a minimum scale value.
- Click the *Maximum* column's *Type* list box's down arrow.
- Click *Number*.

- Go to the *Maximum* column's *Value* box.
- Enter a maximum scale value.

- Click **OK**.

**NOTE:** Any values below the minimum you set will be formatted as if they were the minimum value. Excel treats values larger than the maximum you set in a similar way.

- Display the *Conditional Formatting* list.
- Point to *Color Scales*.
- Click *More Rules*.
- Go to the *New Formatting Rule* dialog box.
- Click the *Minimum* column's *Color* control's down arrow.
- Click the color you want to apply.
- Click the *Maximum* column's *Color* control's down arrow.
- Click the color you want to apply.
- Click **OK**.

### Icon Sets

**Icon sets:** Collections of small graphics, or icons, that visually represent how the contents of a worksheet cell compare to a set of criteria you define.

- Quick visual summaries are perfect for dashboards and worksheets that summarize an organization's operational data in relation to metrics established by the organization.
  - Most dashboards use a variation of green, yellow, and red traffic lights to indicate good, fair, and poor performance.

**Create an icon set conditional format:**

- Display the *Conditional Formatting* list.
- Point to *Icon Sets*.
- Click the format you want to apply.

Month	On-Time %
January	83
February	72
March	94
April	70

**Three-Indicator Icon Set**

**Apply icons by number instead of percent:**

- Display the *Conditional Formatting* list.
- Point to *Icon Sets*.
- Click *More Rules*.
- Go to the *New Formatting Rule* dialog box.
- Click the first *Type* list box's down arrow.
- Click *Number*.

**NOTE:** You should change the rule type first when creating or editing an icon set rule where Excel compares values to a number rather than a percent of the value. If you change the *Value* and comparison operators and then change the type to *Number*, Excel will reset the comparison operator and contents of the *Value* box.

- Click the first comparison operator list box's down arrow.
- Select the operator to use in the comparison.

# Microsoft Excel 2certification Study Guide

**John Pierce**



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