

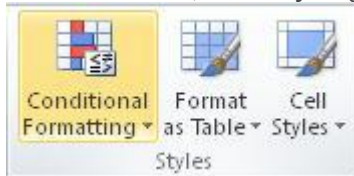
Training

Practice Conditional Formatting

EXERCISE 1: ADD DATA BAR CONDITIONAL FORMATTING

You'll begin the exercises with data bars. The length of each data bar indicates the cell value relative to the other cells.

1. Select the cells you want to format, which is the data in the **Dairy, Produce, Grain, and Beverages** column. Click in cell D2, and then drag to cell G11. Release the mouse button.
2. On the **Home** tab, in the **Styles** group, click **Conditional Formatting**.



3. Point to **Data Bars**. Move the cursor over the samples under **Gradient Fill** and **Solid Fill**. See how the spreadsheet formatting changes as you move your cursor over the different samples. Click on the style that you want.
4. Revise the figure in cell G11 from \$4,598 to \$850. Notice the data bar change length after you change the value and then press ENTER.

EXERCISE 2: ADD COLOR SCALES CONDITIONAL FORMATTING

With this type of conditional formatting, cells values are displayed with different colors.

1. First, remove the conditional formatting you just applied. On the **Home** tab, in the **Styles** group, click **Conditional Formatting**.
2. Point to **Clear Rules**, and then select **Clear Rules from Entire Sheet**.
3. Select the cells to format (the product columns) by clicking in cell D2, and then dragging to cell G11. Release the mouse button.
4. In the **Styles** group, click **Conditional Formatting**, point to **Color Scales**, and move the cursor over the different samples. Let's say that none of the samples are what you want. Click **More Rules** at the bottom of the list. The **New Formatting Rule** dialog box opens.
5. Under **Edit the Rule Description**, click the arrow in the **Format Style** box. Click **3-Color Scale**.
6. In the first **Color** box for **Minimum**, click the arrow and select the color you want for the lowest values.
7. In the next **Color** box for **Midpoint**, click the arrow and select the color you want for the middle values.
8. In the third **Color** box for **Maximum**, click the arrow and select the color you want for the highest values.
9. Click **OK** to see your custom color choices.

10. Revise the figure in cell G2 from \$2,312 to \$10,499, and then press ENTER. Notice that the color of the formatting in cell G2 changes when the cell value changes.

EXERCISE 3: ADD ICON SETS CONDITIONAL FORMATTING

Different icons in each set represent different values.

1. First, remove the conditional formatting you just applied. This time, click in cell D2, and then drag to cell G11. Release the mouse button.
2. In the **Styles** group, click **Conditional Formatting**, point to **Clear Rules**, and then click **Clear Rules from Selected Cells**.
3. With the cells still selected, click **Conditional Formatting** again, point to **Icon Sets**, and then move your cursor over the various sets. Click on the style you want.

EXERCISE 4: FORMAT NEGATIVE VALUES IN A COLUMN

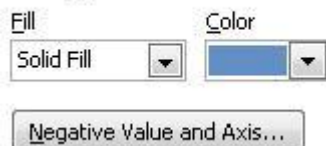
In this exercise, you'll add conditional formatting to an Excel table that already has its own formatting. You'll also change the conditional formatting rule.

1. At the bottom of the spreadsheet, click the **Negative Values** tab.
2. Select the cells in column B by clicking in cell B2 and then dragging to cell B15. Release the mouse button.
3. In the **Styles** group, click **Conditional Formatting**, point to **Data Bars**, and move your cursor over the samples. Notice as you move the cursor that the negative values are formatted with negative bars on the left side of the column, with an axis drawn down the middle of the column. Click on the style you want.
4. After you apply the style, you decide that you'd like another color for the negative values. With the cells still selected, in the **Styles** group, click **Conditional Formatting**, point to **Data Bars**, and then click **More Rules** at the bottom of the menu.



5. At the bottom of the **New Formatting Rule** dialog box, under **Bar Appearance**, click **Negative Value and Axis**.

Bar Appearance:



6. Under **Negative bar fill color**, click the arrow on the **Fill color** icon, and select a color for the negative bars. Then click **OK** twice. The negative bars will display in the color you selected.

EXERCISE 5: WORK WITH HIGHLIGHT CELLS RULES

In this exercise you'll see how to highlight individual cells instead of all the cells in the selected range.

1. At the bottom of the spreadsheet, click the **Work with Rules** tab.
2. Select the cells to format by clicking in cell D2 and then dragging to cell G11. Release the mouse button.
3. In the **Styles** group, click **Conditional Formatting**, and then point to **Highlight Cells Rules**. Notice all the different kinds of rules you can apply.
4. Click **Between**. In the **Between** dialog box, under **Format cells that are BETWEEN**, in the box on the left, type **2,000**. In the next box, type **5,000**.
5. Click the arrow on the formatting box on the right. Click **Custom Format** on the bottom of the menu.



The **Format Cells** dialog box opens.

6. Click the **Font** tab if it is not already displayed. Under **Color** (about half-way down the dialog box, on the right), click the arrow. Under **Theme Colors**, click **White**.
7. Click the **Fill** tab. In the **Background Color** box, click **Red**. Click **OK** twice.

The figures between \$2,000 and \$5,000 are formatted with red fill and white type.

EXERCISE 6: CHANGE THE RULE YOU JUST MADE

You realize after you are done that you want to highlight the figures between \$3,000 and \$5,000 instead of between \$2,000 and \$5,000.

1. Select the cells to format by clicking in cell D2 and then dragging to cell G11. Release the mouse button.
2. In the **Styles** group, click **Conditional Formatting**, and then click **Manage Rules** at the bottom of the menu. The **Conditional Formatting Rules Manager** dialog box opens.
3. Under **Rule (applied in order shown)**, click on your rule. Then click **Edit Rule**. The **Edit Formatting Rule** dialog box appears.
4. Near the middle of the dialog box, under **Edit the Rule Description**, it says **Format only cells with:**. In the box that says **=2000**, type **3000**. You don't have to worry about the equal sign, you can type right over it. Excel will enter that for you later.
5. Click **OK** twice. Now the cells between 3,000 and 5,000 are formatted.
6. To see the cell formatting change, click in cell D3 where it says \$3,464. Enter a new value by typing \$6,094, and then press ENTER. Notice that the formatting changes? The value is not between 3,000 and 6,000, so Excel removes the conditional formatting from the cell.

EXERCISE 7: WORK WITH TOP/BOTTOM RULES

In this exercise you'll see how to highlight cells with above average values.

1. Remove the conditional formatting you just applied. Click in cell D2 and then drag to cell G11. In the **Styles** group, click **Conditional Formatting**, point to **Clear Rules**, and then click **Clear Rules from Selected Cells**.
2. In the **Styles** group, click **Conditional Formatting**, and point to **Top/Bottom Rules**. Click **Above Average**.
3. In the **Above Average** dialog box, click the arrow in the formatting box. Imagine that none of the options are what you want. Click **Custom Format** at the bottom of the list. The **Format Cells** dialog box opens.
4. Click the **Font** tab if necessary. In the **Font Style** box, click **Bold**.
5. Click the **Fill** tab. In the **Background Color** list, select a color: **Red** or **Green**, for example. Click **OK** twice. Click outside the formatted area. All the values above average are formatted with your custom format.

EXERCISE 8: MAKE A RULE

In this exercise you'll make your own rule to add a green icon next to figures between 1,000 and 200.

1. At the bottom of the spreadsheet, click the **Make your own rule** tab.
2. In column B, click in cell B2 and drag down the column to cell B9. Release the mouse button.
3. In the **Styles** group, click **Conditional Formatting**, and then click **New Rule** near the bottom of the list. The **New Formatting Rule** dialog box appears.
4. In the **Select a Rule Type** list, **Format all cells based on their values** is selected. That's what you want.
5. Under **Edit the Rule Description**, in the **Format Style** box, click the arrow. Select **Icon sets**.
6. In the **Type** box, click the arrow and then click **Number**.
7. In the top (first) **Value** box, type **1000**.
8. In the next row, in the **Type** box, click the arrow, and then click **Number**.
9. In the second **Value** box, type **200**.
10. Click the arrow on the green icon next to **when value is**. Click **No Cell Icon**.
11. Click the arrow on the yellow icon next to **when < 1000 and**. Pick the round green icon.
12. Click the arrow on the red icon next to **when < 200**. Click **No Cell Icon**. Click **OK**.

You should see a green icon next to 432, 775, and 209 in column B.