

Understand data at a glance with conditional formatting

Quick Reference Card

Quick Formatting: Data Bars, Color Scale, and Icon Sets

1. Select the cells you want to format.
2. On the **Home** tab, in the **Styles** group, click **Conditional Formatting**.
3. Point to the conditional formatting style you want to use:
 - **Data Bars**
 - **Color Scales**
 - **Icon Sets**
4. Move the cursor over the samples to see how the spreadsheet formatting changes. Click on the style that you want. If you don't see the style you want, click **More Rules** at the bottom of the menu and make your choices.

Work with Highlight Cells Rules or Top/Bottom Rules

1. Select the cells you want to format.
2. On the **Home** tab, in the **Styles** group, click **Conditional Formatting**.
3. Point to the conditional formatting style you want to use:
 - **Highlight Cells Rules**
 - **Top/Bottom Rules**
4. Select the style you want.

Clear conditional formatting from cells

You can clear rules from selected cells, or you can clear rules from the entire sheet without selecting cells first.

1. On the **Home** tab, in the **Styles** group, click **Conditional Formatting**.
2. Point to **Clear Rules**, and select the option you want:
 - **Clear Rules from Selected Cells**
 - **Clear Rules from Entire Sheet**
 - **Clear Rules from This Table**

Make your own conditional formatting rules

1. Select the cells you want to format.
2. On the **Home** tab, in the **Styles** group, click **Conditional Formatting**, and then click **New Rule**.
3. In the **New Formatting Rule** dialog box, in the **Select a Rule Type** list, select a rule.
4. Make your choices in the **Edit the Rule Description** boxes. Click **OK**.

Manage Conditional Formatting Rules

You can always adjust conditional formatting after you have applied it.

1. On the **Home** tab, 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.
2. Under **Rules (applied in order shown)**, click on your rule. Then click **Edit Rule**. The **Edit Formatting Rule** dialog box appears.
3. Make changes as necessary.