Conditional Formatting is a powerful tool and we hope to explain how it works and benefit FMers.

Conditional Formatting is based on two types. One is "Built-In Conditional Formatting" and the second is "Logical Formulas". "Logical Formulas is the more powerful of the two. We'll show you examples of both.

Conditional Formatting is based on "TRUE" or "FALSE". We'll further explain with below example.

	А	В	С				
1	Location	Spend Plan	Authority				
2	Pentagon	1,200,000.00	1,100,000.00				
3	Stuggart, GE	1,100,000.00	800,000.00				
4	Doral, FL	520,000.00	620,000.00				
5	Fort Bragg, NC	460,000.00	440,000.00				
6							

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Is cell "C2" 1,100,000.00 Greater than (>) 1,200,000.00? It is. So it's "FALSE".

Is cell "C3" 800,000.00 Greater than (>) 1,100,000.00? It is. So it's "FALSE".

Is cell "C4" 620,000.00 Greater than (>) 520,000.00? It's not. So it's "TRUE".

Is cell "C4" 440,000.00 Greater than (>) 460,000.00? It's not. So it's "FALSE".

Now, we'll use Conditional Formatting to test a cell with either "TRUE" or "FALSE". If it's "TRUE" then we'll color the cell "Yellow". We'll use the "Built-In Conditional Formatting". Highlight Cells "C2 -> C5". Next click on "Home" tab and then hit the down arrow on "Conditional Formatting". See below.

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2	Pentagon	1,200,000.00	1,100,000.00									
3	Stuggart, GE	1,100,000.00	800,000.00		_							
4	Doral, FL	520,000.00	620,000.00									
5	Fort Bragg, NC	460,000.00	440,000.00									
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Hover over "Highlight Cells Rules" and then click "Greater Than..." You have many other choices you can use. "Less Than", "Between", "Equal To", "Text that Contains", "A Date Occurring", "Duplicate Values", and you have a choice to select "More Rules".

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Change the number to "700,000.00" and you can use the default color that EXCEL will use.

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We're going to change the default to "Yellow". Click the down arrow and click on "Custom Format..." as shown below.

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Now click the "Fill" tab and click the color "Yellow" box as shown below.

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Click "OK" and now color of the cells are "Yellow" based on the "TRUE" statement of "Greater Than..." "700,000.00" as shown below.



Now, let's try "Logical Formulas" the more powerful of the two. Now we'll perform a condition based if Column "C" numbers are greater than Column "B". Highlight cells "C2" to "C5" as shown below.

	А	В	С	
1	Location	Spend Plan	Authority	
2	Pentagon	1,200,000.00	1,100,000.00	Π
3	Stuggart, GE	1,100,000.00	800,000.00	
4	Doral, FL	520,000.00	620,000.00	
5	Fort Bragg, NC	460,000.00	440,000.00	

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Click "Home" tab, "Conditional Formatting" down arrow, and "New Rule..."

Click on "Use a formula to determine which cells to format". Type in this example: "=c2>b2" in the "Format values where this formula is TRUE:" Click the "Format" tab to assign a color. We clicked on the "Yellow" box and clicked "OK" button.

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	Α	В	С	
1	Location	Spend Plan	Authority	
2	Pentagon	1,200,000.00	1,100,000.00	
3	Stuggart, GE	1,100,000.00	800,000.00	
4	Doral, FL	520,000.00	620,000.00	+
5	Fort Bragg, NC	460,000.00	440,000.00	

Result below displays "Yellow" in cell "C4", because "C4" is greater than "B4".

Now we'll you another cool feature you might want to use "Logical Formulas" for. We'll show you how to highlight the entire row. Now we'll perform a condition based if Column "C" numbers are greater than Column "B". Highlight cells "A2" to "C5" as shown below.

	А	В	С
1	Location	Spend Plan	Authority
2	Pentagon	1,200,000.00	1,100,000.00
3	Stuggart, GE	1,100,000.00	800,000.00
4	Doral, FL	520,000.00	620,000.00
5	Fort Bragg, NC	460,000.00	440,000.00

Click "Home" tab, "Conditional Formatting" down arrow, and "New Rule..."

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5 6	Fort Bragg, NC	460,000.00	440,000.00									Icon Sets ►
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Click on "Use a formula to determine which cells to format". Type in this example: "=\$c2>\$b2" in the "Format values where this formula is TRUE:" For the entire row to highlight if the statement is "TRUE", you must put a "\$" sign in front of each column and not the Row. See Example below. Click the "Format" tab to assign a color. We clicked on the "Yellow" box and clicked "OK" button.

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1	Location	Spend Plan	Authority	Select a Rule Type:	Number Font Border Fill	
2 3 4 5 6 7 8 9 10 11 12 13 14	Stuggart, GE Doral, FL Fort Bragg, NC	1,100,000.00 520,000.00 460,000.00	1,100,000.00 800,000.00 620,000.00 440,000.00	Format all cells based on their values Format only cells that contain Format only top or bottom ranked values Format only values that are above or below average Format only unleue or duplicate values Use a formula to determine which cells to format Edit the Rule Description: Format values where this formula is true: =SC2>SE2 Preview: No Format Set Eormat	Background Color: No Color	Pattern Color: Automatic Pattern Style:
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23						OK Cancel

See Result below. The entire row is yellow, because cell C4>B4.

	А	В	С	
1	Location	Spend Plan	Authority	
2	Pentagon	1,200,000.00	1,100,000.00	
3	Stuggart, GE	1,100,000.00	800,000.00	
4	Doral, FL	520,000.00	620,000.00	
5	Fort Bragg, NC	460,000.00	440,000.00	

Now we'll show you another cool feature of conditional formatting. You would like to color an entire row based on a criteria you type in another cell. You want to type in cells "A2" and "A3" the criteria you want to find a match in either cells "A6", "A7", "A8", or "A9" and color the entire row when they match. See example below.

А	В	С
Locations		
Pentagon		
Doral, FL		
Location	Spend Plan	Authority
Pentagon	1,200,000.00	1,100,000.00
Stuggart, GE	1,100,000.00	800,000.00
Doral, FL	520,000.00	620,000.00
Fort Bragg, NC	460,000.00	440,000.00
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You have the option to use an "OR" formula, but a "MATCH" will work a little better, because it will be less to write and you can add many more names if you want to by adjusting the formula. First highlight all cells you want to add the conditional formatting to format. We highlighted cells "A6" to "C9". See below.

	Α	В	С	
1	Locations			
2	Pentagon			
3	Doral, FL			
4				
5	Location	Spend Plan	Authority	
6	Pentagon	1,200,000.00	1,100,000.00	
7	Stuggart, GE	1,100,000.00	800,000.00	
8	Doral, FL	520,000.00	620,000.00	
9	Fort Bragg, NC	460,000.00	440,000.00	

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7	Stuggart, GE	1,100,000.00	800,000.00											
8	Doral, FL	520,000.00	620,000.00									🔝 <u>N</u> ev	v Rule	
9	Fort Bragg, NC	460,000.00	440,000.00									🐺 Clea	ar Rules	•
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Click "Home" tab, "Conditional Formatting" down arrow, and "New Rule..."

Click on "Use a formula to determine which cells to format". Type in this example:

=MATCH(\$A6,\$A\$2:\$A\$3,0)" in the "Format values where this formula is TRUE:" We'll type "=MATCH" to start the formula. Next, we'll add "(\$A6". We add a "\$" sign in front of "A6" to keep the column relative and not the row. Next, we'll add ",\$A\$2:\$A\$3" to keep those two cells relative. For the entire row to highlight if the statement is "TRUE", you must put a "\$" sign in front of the "A6" column. See Example below. Click the "Format" tab to assign a color. We clicked on the "Yellow" box and clicked "OK" button. Click the "OK" button on "New Formatting Type" window to see final result.

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4 5 Location Spend Plan Authority 6 Pentagon 1,200,000.00 1,100,000.00 7 Stuggart, GE 1,100,000.00 800,000.00 8 Doral, FL 520,000.00 620,000.00 9 Fort Bragg, NC 460,000.00 440,000.00 10	Preview: No Format Set Eormat OK Cancel	Fjil Effects More Colors	
11 12 13 14 15 16 =MATCH(\$A	A6,\$A\$2:\$A\$3,0		Clear OK Cancel

See result below. Notice in cells "A2" and "A3" we typed Pentagon and Doral, FL and Excel conditioned rows "6" and "8" with the color yellow.

	А	В	С
1	Locations		
2	Pentagon		
3	Doral, FL		
4			
5	Location	Spend Plan	Authority
6	Pentagon	1,200,000.00	1,100,000.00
7	Stuggart, GE	1,100,000.00	800,000.00
8	Doral, FL	520,000.00	620,000.00
9	Fort Bragg, NC	460,000.00	440,000.00