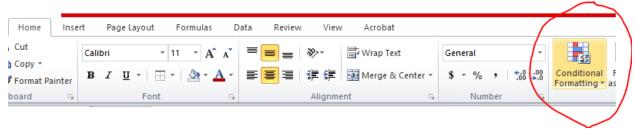
## How to Create Conditional Formatting in Excel

by Kimberly Allard © BewitchingStitch.com

Highlight the column/cells that you want to have change color when a number is input. Go to the Home tab and "Conditional Formatting."



After clicking on that, go to "Manage Rules" (no screen shot for that command) which will bring up this screen. Notice that "Current Selection" is highlighted. If you change that to "Sheet" then it will format every cell to have this conditional formatting, which you do not want. Click on "New Rule" (or, if you are going to edit an example file, click on "Edit Rule.")

	Conditional Formatting Rules Manager	?	×
-	Show formatting rules for:		-
	Mew Rule Mew Rule X Delete Rule		_
	Rule (applied in order shown) Format Applies to	Stop If T	rue \land 🚽
_			
			~
	OK Close	Ar	ply
L			

After that, this dialogue box will come up.

New Formatting Rule	?	×
Select a Rule Type:		
► Format all cells based on their values		
► Format only cells that contain		
Format only top or bottom ranked values		
<ul> <li>Format only values that are above or below average</li> </ul>		
► Format only unique or duplicate values		
Use a formula to determine which cells to format		
Edit the Rule Description:		
Format only cells with:		
Cell Value 🗸 between 🗸 🔝 and		<b>E</b>
Preview: No Format Set <u>E</u> ormat		-
OK	Cano	el

From here, you want to enter the value range of your temperatures, so leave Cell Value and between, and in the box just to the right of "between" type in your lower temperature and in the next box, your higher temperature for that ONE color. So, if you are using a 5° spread, you will enter the 91-95, or 85-90 – whatever numbers you are using. I do them in order, so I enter the lowest range first. If you are doing <31 (or something like that, then you enter a 1 in the first box and a 30 in the second box. DON'T INCLUDE ZERO...because if you leave a cell blank, it will color it that range color. Next, we will format the color.

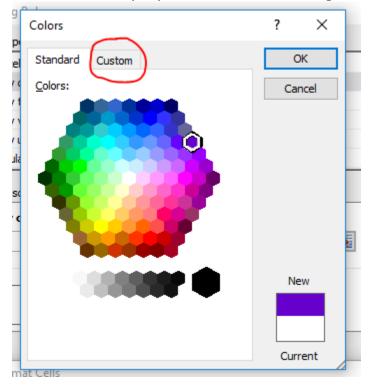
New Formatting Rule	?	×
Select a Rule Type:		
► Format all cells based on their values		
► Format only cells that contain		
Format only top or bottom ranked values		
Format only values that are above or below average		
Format only unique or duplicate values		
Use a formula to determine which cells to format		
Edit the Rule Description:		
Format only cells with:       Cell Value       between       1       30		
Preview: No Format Set		
ок	Cano	el

Click on format and it will bring up a box to choose the color for the fill, and font color. You will want to change the font color IF your color is dark, because the text will be hard to read.

New Format	ting Rule			? ×
Select a Rule	Туре:			
► Format a	all cells based on their values			
► Format o	only cells that contain			
► Format o	only top or bottom ranked values			
	only values that are above or below average			
	only unique or duplicate values			
Use a for	rmula to determine which cells to format			
Edit the Rule	Description:			
Format or	nly cells with:			
Cell Value	✓ between ✓ 1	<b>E</b>	and 30	<b>E</b>
Preview:	No Format Set <u>F</u> orr	nat		
			OK	Cancel
E	Format Cells		?	×
	Number Font Border Fill			
	Background <u>C</u> olor:	Pattern Color:		
	No Color	Automatic	$\sim$	
		Pattern Style:		
			$\sim$	
	Fill Effects			
	_			
	Sample			
	oumpre			
				_
			Clea	11
			OK Ca	ncel
hart 2 🦯				

Pick the color you want for this temperature range on this screen, and click "ok". If you want to do a custom color (one that isn't on that palette, you can click "custom" and adjust it:

New Formatting	?	X
Colors	? ×	
Select a Rule Type Format all cel Standard Custom	OK	- E
Format only ( <u>C</u> olors:     Format only (	Cancel	
► Format only		
► Format only		
► Use a formula		
Edit the Rule Desc		
Format only c		
Cell Value	and 30	E
	New	
Preview:		
	OK Cancel	
Format Cells	Current ? ×	
Number Font Border Fill		
Background <u>C</u> olor:	Pattern Color:	
No Color	Automatic 🗸	
	Pattern Style:	
	~	
Fill Effects More Colors		
Sample		
	Clear	
chart 2	OK Cancel	
		_



Here I clicked a purple for the coldest range.

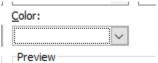
Next click on "font" and choose a color for the font. If it is a dark color, choose white. You only need to do this if the color is dark. If you don't select a color, then the default is black.

Format Cells		? ×
Number Font Border Fill		
Background Color:	Pattern Color:	_
No Color	Automatic	$\sim$
	<u>P</u> attern Style:	~
Fill Effects		
Sample		
		Clea <u>r</u>
	OK	Cancel

Automatic = black font. You can adjust other things in this screen as well – make it bold, adjust the font and size, etc,.

Format Cells		? ×
Number Font Border Fill		
Font:	Font style: S	ize:
Tr Cambria (Headings)       ^         Tr Calibri (Body)       Tr         Tr 10.12       Tr         Tr 101! Countdown ta Blast Off!       Tr         Tr 1998A       Tr         Tr Ackbar       >	Italic Bold Bold Italic	8 ^ 9 10 11 12 12 14 ¥
Underline:	Color:	
Effects	Preview	
Stri <u>k</u> ethrough Superscript Subscript	AaBbCcY	yZz
For Conditional Formatting you can set Font Style,	Underline, Color, and Striket	nrough. Clear
	OK	Cancel

It will show this (white as the color) – or leave it automatic for black.



Click okay, and this is what you will have. The Preview will show what the cell will look like and what numbers you need to enter to get that format in the cell. If you wanted to change more about the font than just the color, you can also do that on the font screen in the previous step. If you want to change something, re-click on format and make the adjustments. When you are done, click "ok".

New Formatting Rule	?	×
Select a Rule Type:		
► Format all cells based on their values		
► Format only cells that contain		
Format only top or bottom ranked values		
<ul> <li>Format only values that are above or below average</li> </ul>		
Format only unique or duplicate values		
Use a formula to determine which cells to format		
Edit the Rule Description:		
Cell Value v between v and 30		1
Preview: AaBbCcYyZz Format	Car	ncel
	)	

You now have one rule input...now to make a new rule for each of your temperature ranges. The blue Is highlighting the one your just made. If you need to change something about rules you already created, click on the rule first, then click "edit rules". You don't need to click on OK or Apply (at the bottom) until you are done making your rules. Click on New Rule again.

_	Conditional Formatting Rules Manager	?	×
	Show formatting rules for: Current Selection		
(	New Rule K Delete Rule		
	Rule (applied in order shown) Pormat Applies to	Stop If Tr	rue \land -
	Cell Value between 1 a AaBbCcYyZz =\$8:\$8		
_			
_		~	<u> </u>
-	OK Cancel	Ap	ply

So, here is the next rule. Last one we made was 1°-30°. My next one will be 31°-35°

New Formatting Rule	?	×			
Select a Rule Type:					
Format all cells based on their values					
► Format only cells that contain					
Format only top or bottom ranked values					
<ul> <li>Format only values that are above or below average</li> </ul>					
Format only unique or duplicate values					
Use a formula to determine which cells to format					
Edit the Rule Description:					
Format only cells with:					
Cell Value v between v 31 and 35		<b>*</b>			
Preview: AaBbCcYyZz Format					
ОК	Can	cel			

## After I am done with this one, I will see both of the rules I have made so far:

Co	nditional Formatting Rules I	Manager				?	Х
She	ow formatting rules for: Cur	rent Selection 🗸					
	<u>∎ N</u> ew Rule <u>N</u> elete Rule → ▼						
R	ule (applied in order shown)	Format	Applies to			Stop If True	$\sim$
	Cell Value between 31	AaBbCcYyZz	=\$8:\$B		<b>1</b>		
	Cell Value between 1 a	AaBbCcYyZz	=\$B:\$B		<b>5</b>		
				01/	Grand	A hu	~
				OK	Cancel	Apply	

Click on New Rule again, and continue to make all of your rules. You will end up with a screen like this one that you can scroll through and edit. When you are done making a rule for every temperature range, then click APPLY. DO NOT CLICK OK. If you click okay, all of your work will go away – same with cancel. You have to APPLY the rule first. Later, if you go in to Manage Rules, you will see the rules and can edit them if you want. Always click APPLY to make them "stick."

Here is my highest temperature...notice I put the highest number above what I think is possible.

New Formatting Rule	?	$\times$
Select a Rule Type:		
► 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 unique or duplicate values		
Use a formula to determine which cells to format		
Edit the Rule Description:		
Format only cells with:		
Cell Value v between v 101 is and 125		
Preview: AaBbCcYyZz <u>Format</u>		
ОК	Cano	cel

Here is what my screen will look like after I have all my rules input. Notice the scroll bar on the side to look at ALL of the rules. Now is the time to click "Apply." If you have no temperatures input, it won't look any different until you type a number in.

Conditional Formatting Rules I	Manager	'		?	×
Show formatting rules for: Cur	rent Selection 🗸				
📑 New Rule 🕑 Edit I	Rule X <u>D</u> elete Rule	e 🔺 🔻			
Rule (applied in order shown)	Format	Applies to		Stop If Tru	€^
Cell Value between 10	AaBbCcYyZz	=\$8:\$8	<b>1</b>		
Cell Value between 96	AaBbCcYyZz	=\$B:\$B	1		
Cell Value between 91	AaBbCcYyZz	=\$B:\$B	1		
Cell Value between 86	AaBbCcYyZz	=\$B:\$B	1		$\setminus \parallel$
Cell Value between 81	AaBbCcYyZz	=\$8:\$8	1		X
			Cancel	Арр	ly
		~	~	-1	

## Here is where I entered some numbers.

	High Temp
1/1/2017	55
1/2/2017	56
1/3/2017	45
1/4/2017	49
1/5/2017	62
1/6/2017	65
1/7/2017	67
1/8/2017	
1/9/2017	
1/10/2017	
1/11/2017	
1/12/2017	
1/13/2017	

## How to Edit the Conditional Formatting

Click on the "B" (or letter on the top of the column) and you will highlight that column. If you have two columns (for a low temperature), you can also highlight more than one column at a time.

	А	В	
		High Temp	Ī
2			
	1/1/2017	55	
ł	1/2/2017	56	
6	1/3/2017	45	
5	1/4/2017	49	
7	1/5/2017	62	
:	1/6/2017	65	
	1/7/2017	67	
0	1/8/2017		
1	1/9/2017		
2	1/10/2017		
3	1/11/2017		
4	1/10/0017		

Click on Conditional Formating again and "Manage Rules." Once the Manage Rules screen comes up, you can highlight and click on any of them to change. For example, I noticed, after doing all of these screen shots, that I had "Strikethrough" clicked. I had to go back in and adit each rule to have that unchecked. I also wanted to make the font more bold.

Format Cells	? ×
Number Font Border Fill	
Font:	Font style: Size:
Tr Cambria (Headings)         Tr Calibri (Body)         Tr 10.12         Tr 101! Countdown ta Blast Off!         Tr 1998A	Regular 8 Italic 9 Bold 10 Dold Italic 11 12
2 Ackbar	✓ ✓ 14 ✓
<u>U</u> nderline:	Color:
Effects Strikethrough Superscript Subscript	Preview AaBbCcYyZz
	Font Style, Underline, Color, and Strikethrough.
	OK Cancel

You can also do those changes with highlighting the column and click on the regular text formatting ribbon. MAKE SURE YOU CLICK ON APPLY TO MAKE IT STICK!!! The Apply button will appear grey once it has been applied to your document.

Conditional Formatting Rules Manager	· · · · · ·	? ×
Show formatting rules for: Current Selection	]	
<u>■ N</u> ew Rule <u>&gt; E</u> dit Rule <u>&gt; D</u> elete Rule		
Rule (applied in order shown) Format	Applies to	Stop If True 🔺
Cell Value between 46 AaBbCcYyZz	=\$8:\$B	
Cell Value between 41 AaBbCcYyZz	=\$8:\$8	
Cell Value between 35 AaBbCcYyZz	=\$8:\$8	
Cell Value between 31 AaBbCcYyZz	=\$8:\$B	
Cell Value between 1 a AaBbCcYyZz	=\$B:\$B	
	OK Close	Apply

Here is what my page looks like now. I have a column to input the yarn brand/color information, and if I want to make any notes about that day (for example, someone's birthday I want a special strand for). I also have my temperature range off to the side for easy reference. I also have it in another tab/page as well – you could do one or the other. For the temperature range, I just did a fill for each cell – no conditional formatting.

						/	
А	В	C C		D		E	F G
	High Temp	(Yarn Color)	Notes			>100	
			$\smallsetminus$			96-100	
1/1/2017	55					91-95	
1/2/2017	56					86-90	
1/3/2017	45					81-85	
1/4/2017	49					76-80	١
1/5/2017	62					71-75	
1/6/2017	65					66-70	
1/7/2017	67					61-65	
1/8/2017					\	56-60	
1/9/2017						51-55	
1/10/2017						46-50	
1/11/2017						41-45	
1/12/2017					\ \	36-40	
1/13/2017						31-35	
1/14/2017						<31	
1/15/2017							
1/16/2017							
1/17/2017							

Lastly, I also highlight weekends in my Excel file to make it easier to read.

		А	В	
	L		High Temp	Yarn Colo
	2			
	3	1/1/2017	55	
	Ł	1/2/2017	56	
	5	1/3/2017	45	
	5	1/4/2017	49	
/		1/5/2017	62	
(	3	1/6/2017	65	
<b>1</b>	)	1/7/2017	67	
	0	1/8/2017		
	1	1/9/2017		
	2	1/10/2017		
	3	1/11/2017		
	4	1/12/2017		
	5/	1/13/2017		
	é	1/14/2017		
	7	1/15/2017		
	_	1/16/2017		
	9	1/17/2017		