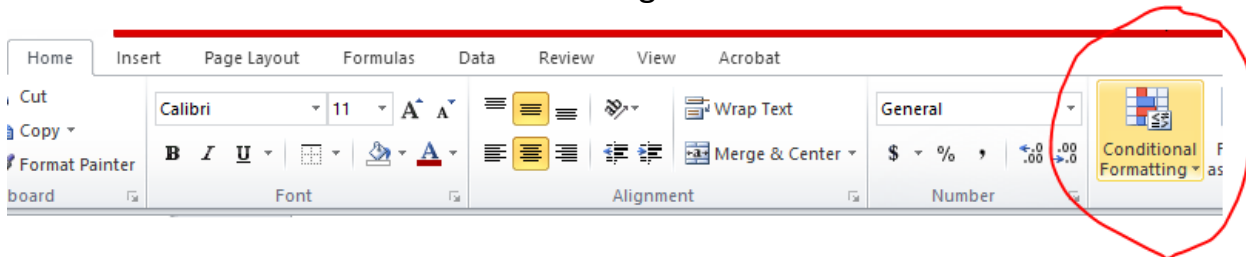


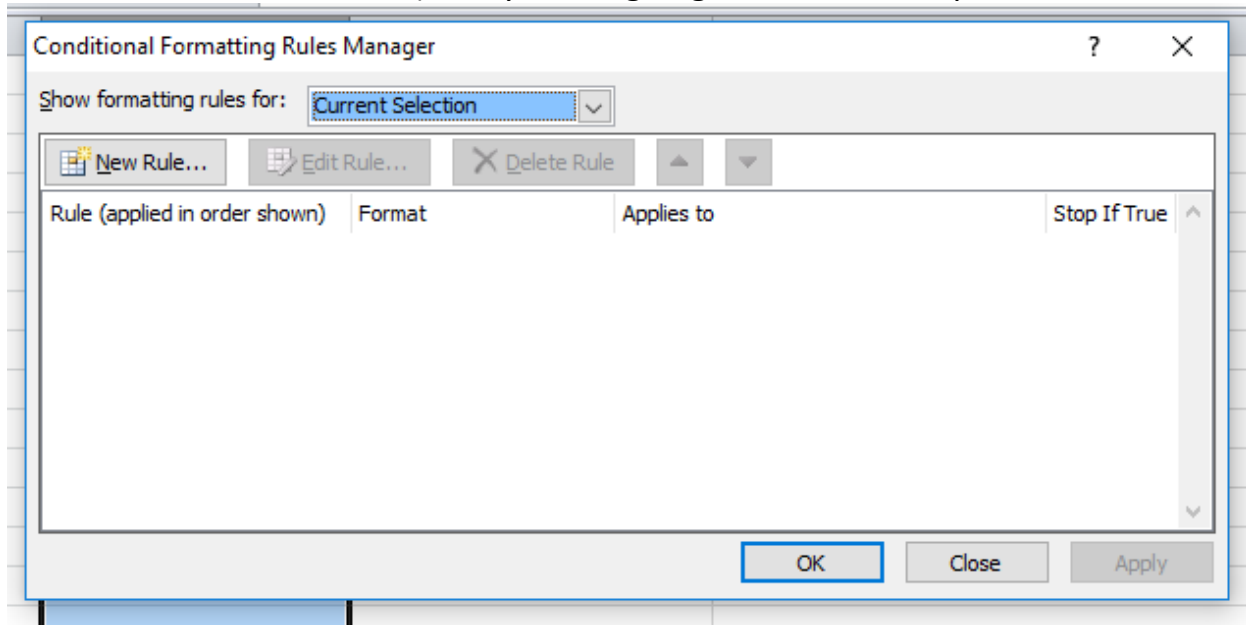
How to Create Conditional Formatting in Excel

by Kimberly Allard

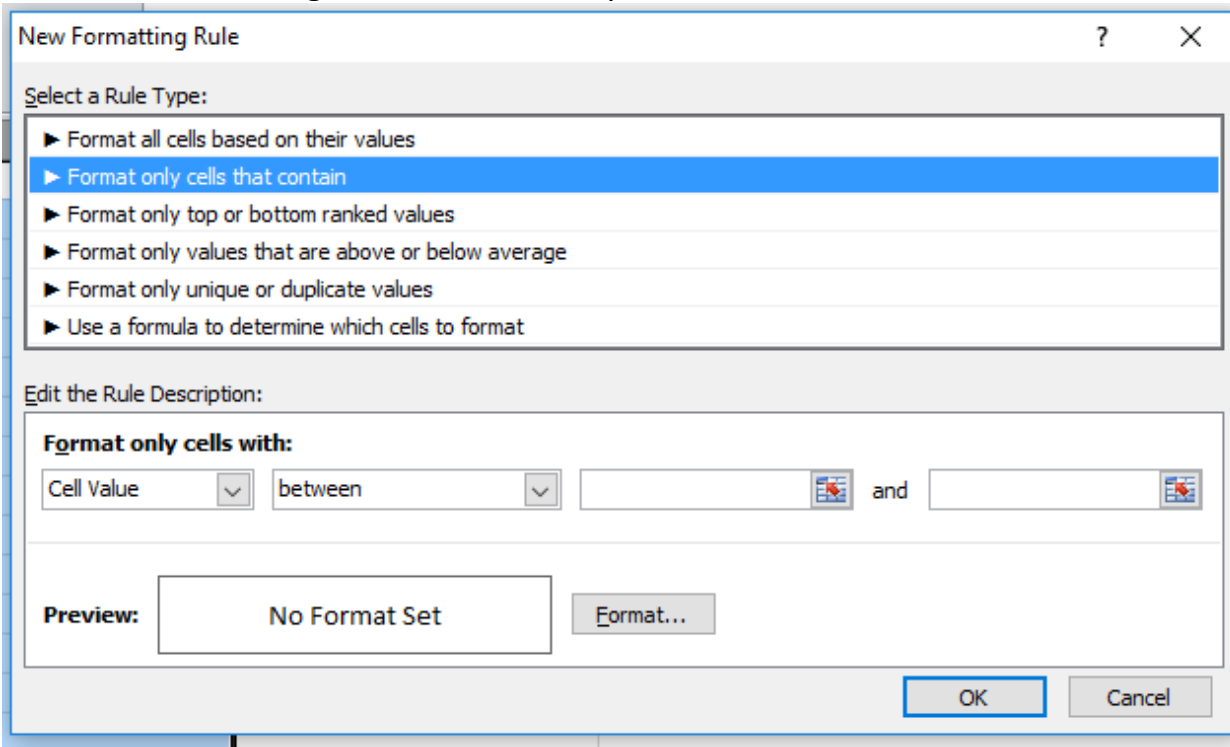
Highlight the column/cells that you want to have change color when a number is input. Go to the Home tab and “Conditional Formatting.”



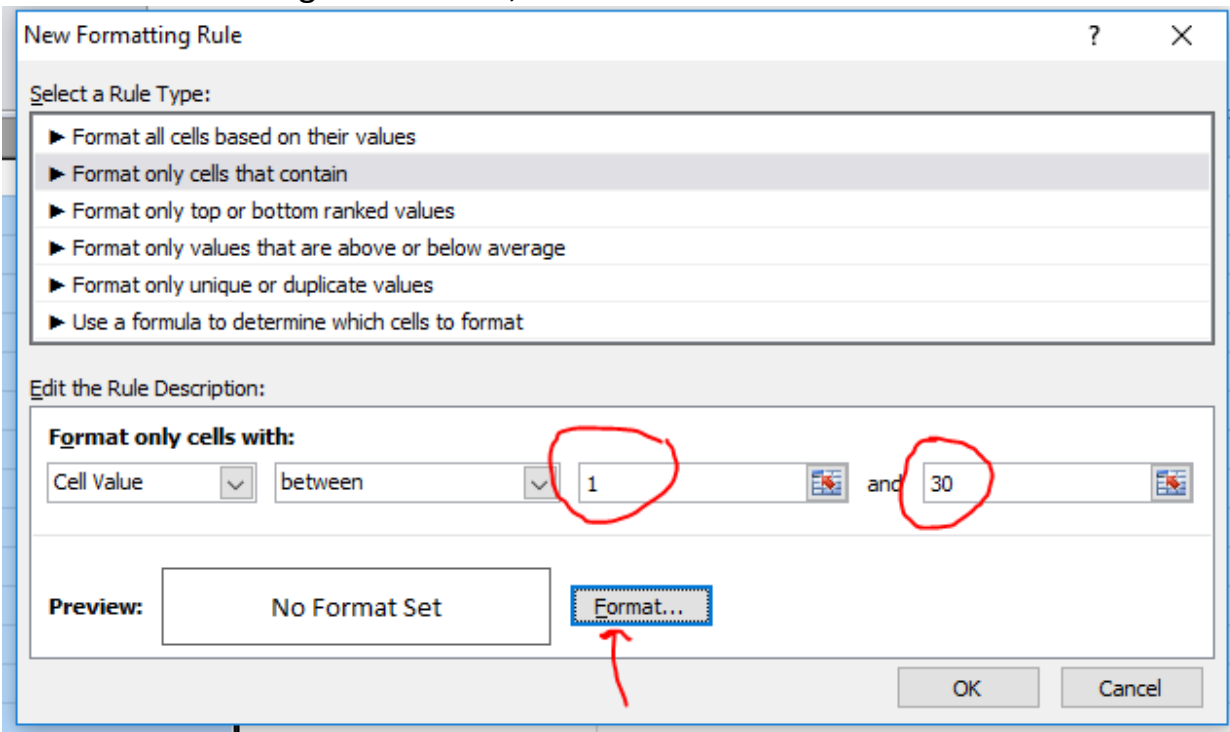
After clicking on that, go to “Manage Rules” (no screen shot for that command) which will bring up this screen. Notice that “Current Selection” is highlighted. If you change that to “Sheet” then it will format every cell to have this conditional formatting, which you do not want. Click on “New Rule”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



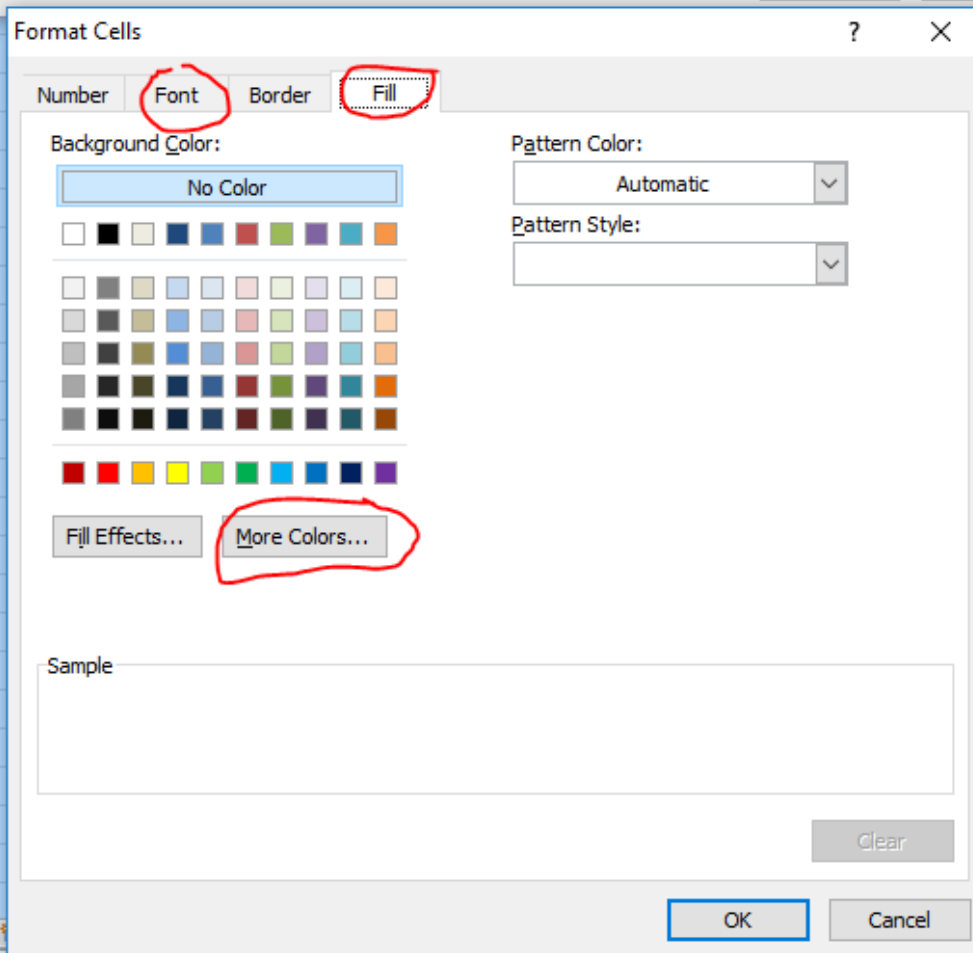
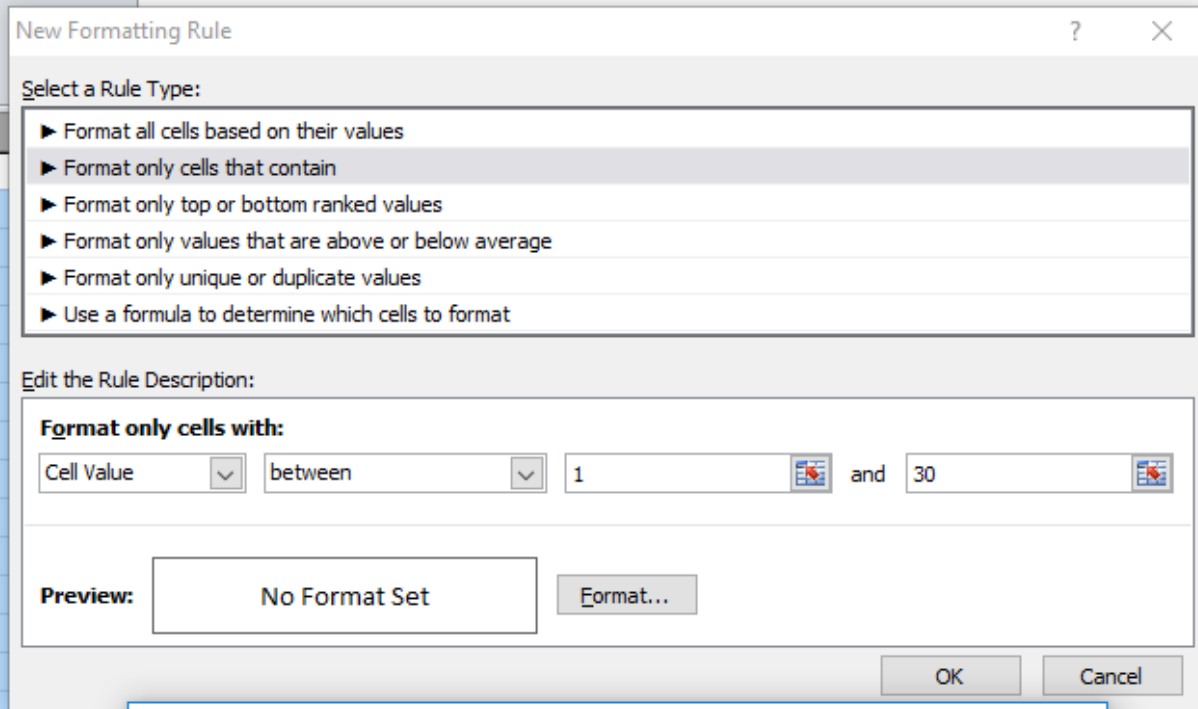
After that, this dialogue box will come up.



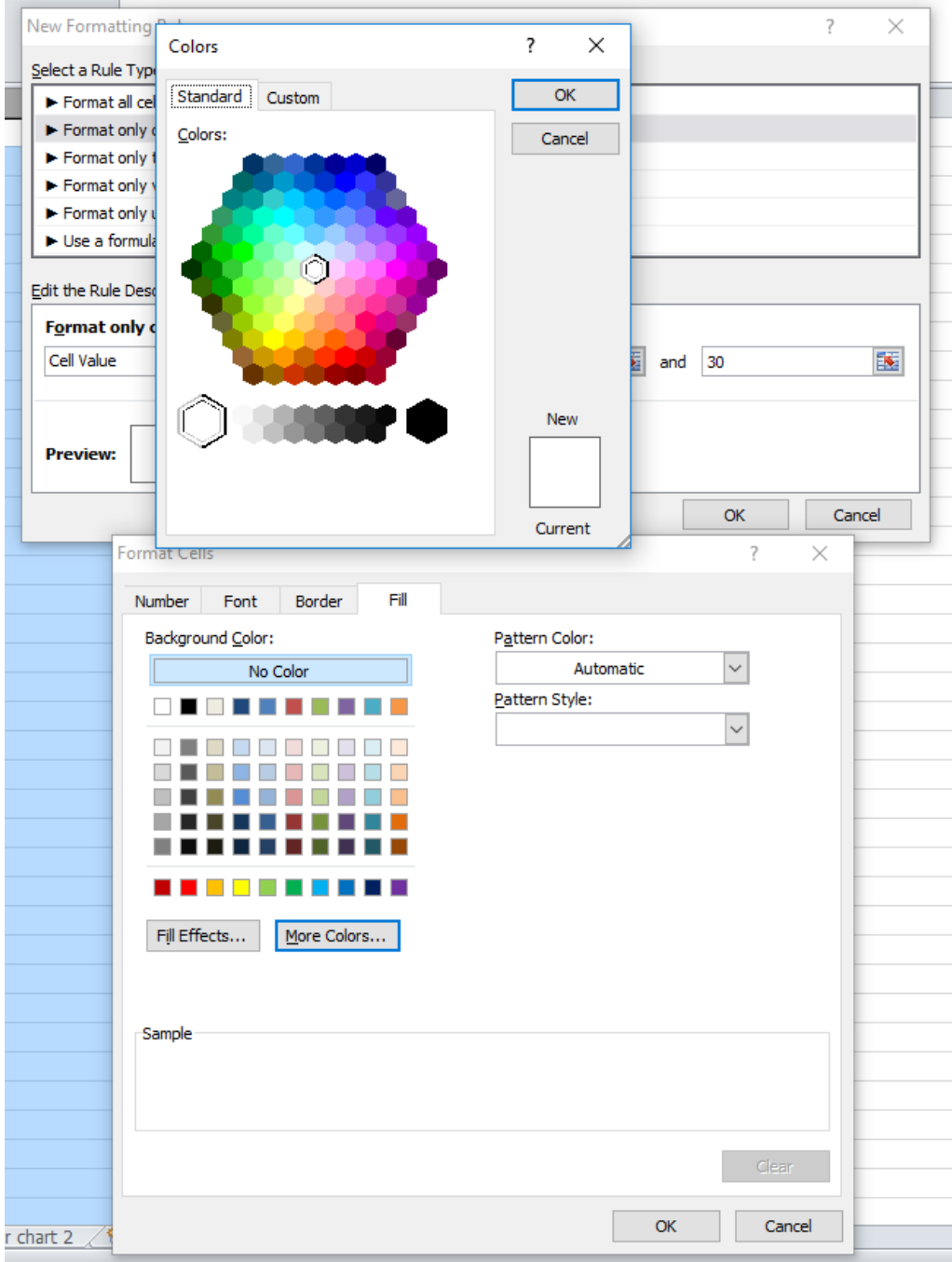
From here, you want to enter the value range of your temperatures, so leave Cell Value and between, and in the box just to the right of “between” type in your lower temperature and in the next box, your higher temperature for that ONE color. So, if you are using a 5° spread, you will enter the 91-95, 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.



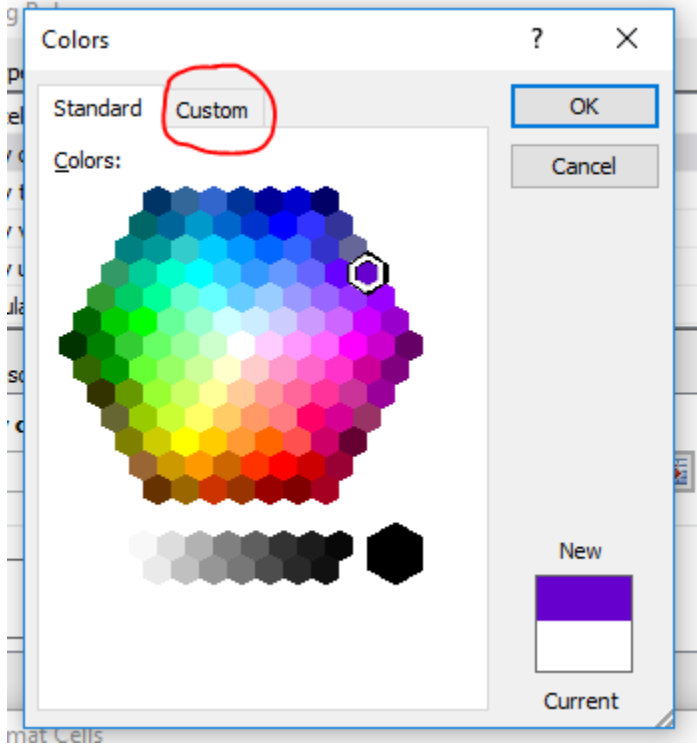
Click on format and it will bring up a box to choose the color for the fill, and font color. You will want to change the font color IF your color is dark, because the text will be hard to read.



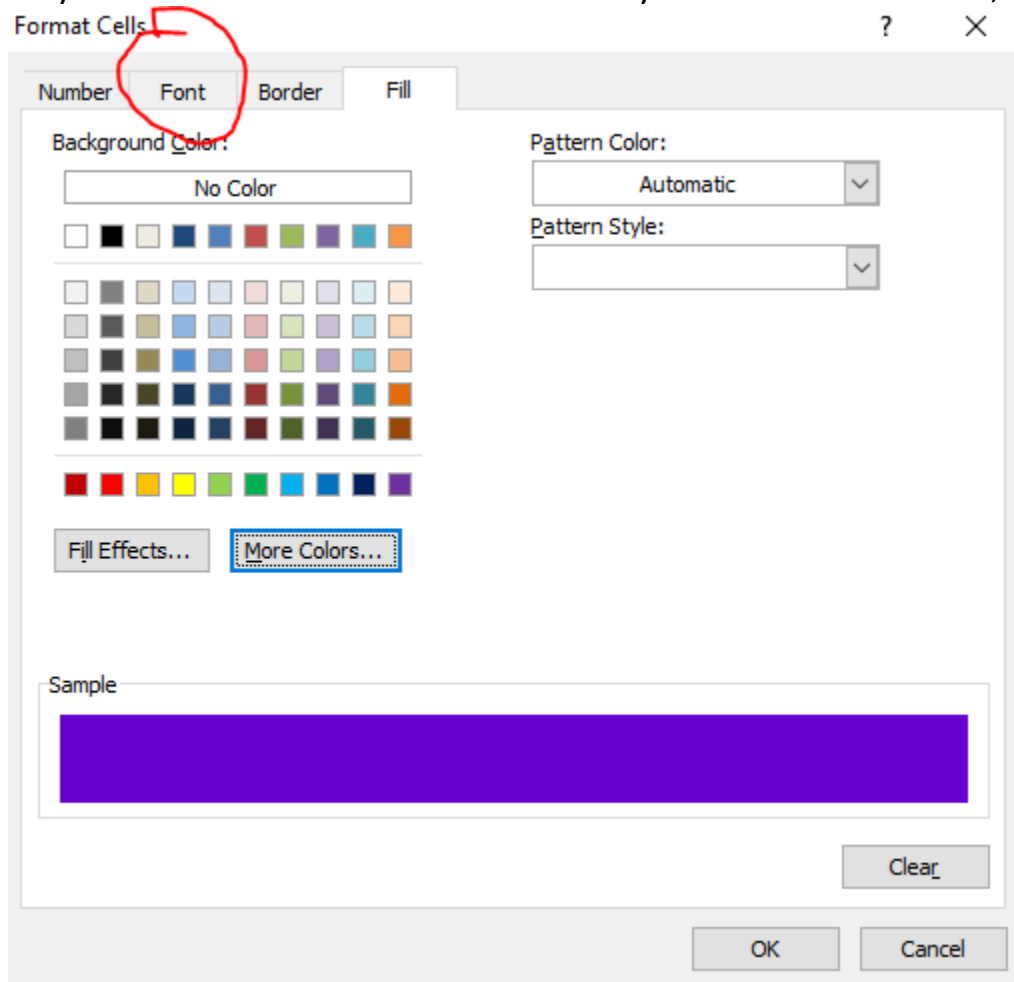
Pick the color you want for this temperature range on this screen, and click “ok”. If you want to do a custom color (one that isn’t on that palette, you can click “custom” and adjust it:



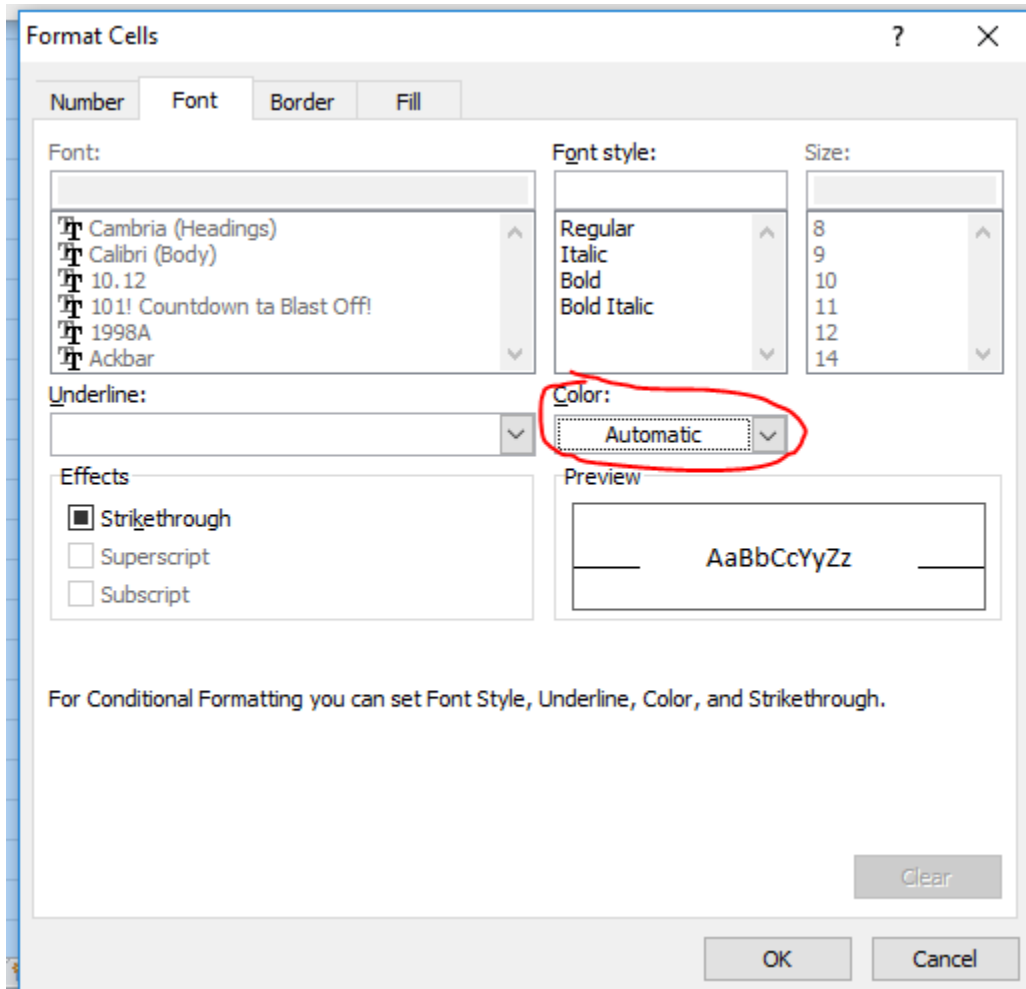
Here I clicked a purple for the coldest range.



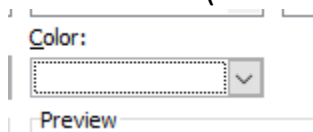
Next click on "font" and choose a color for the font. If it is a dark color, choose white. You only need to do this if the color is dark. If you don't select a color, then the default is black.



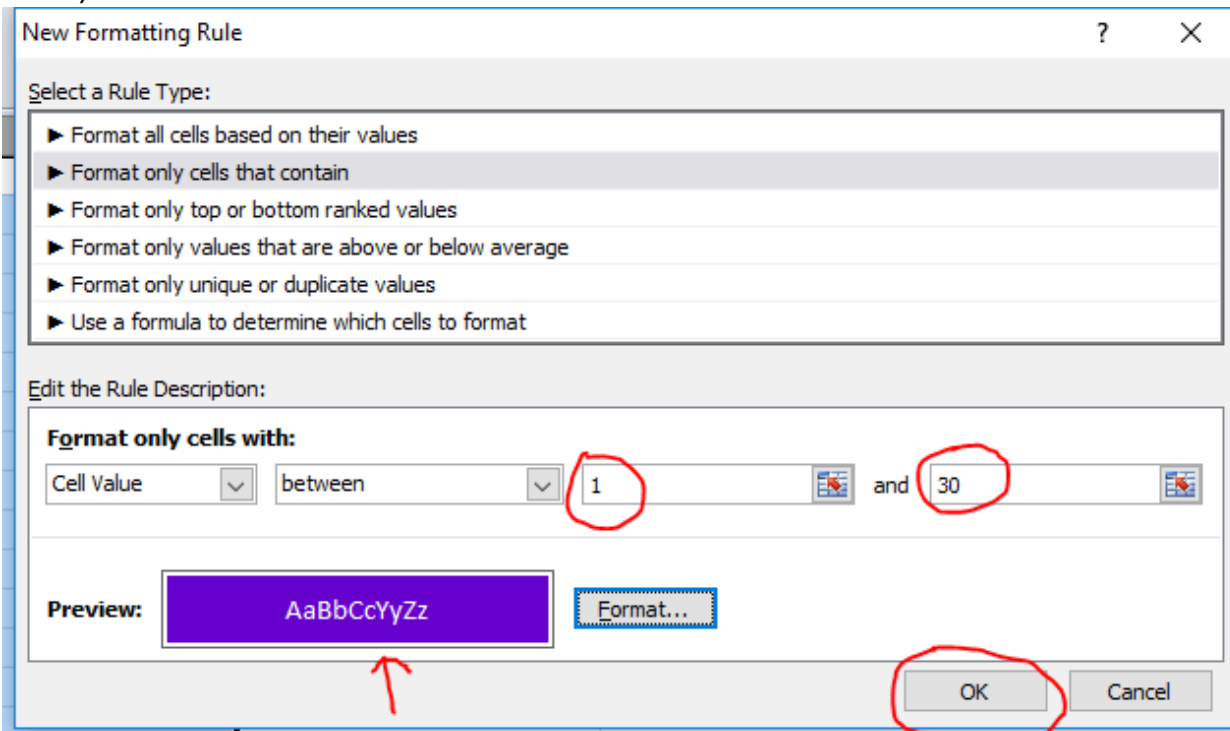
Automatic = black font. You can adjust other things in this screen as well – make it bold, adjust the font and size, etc.,



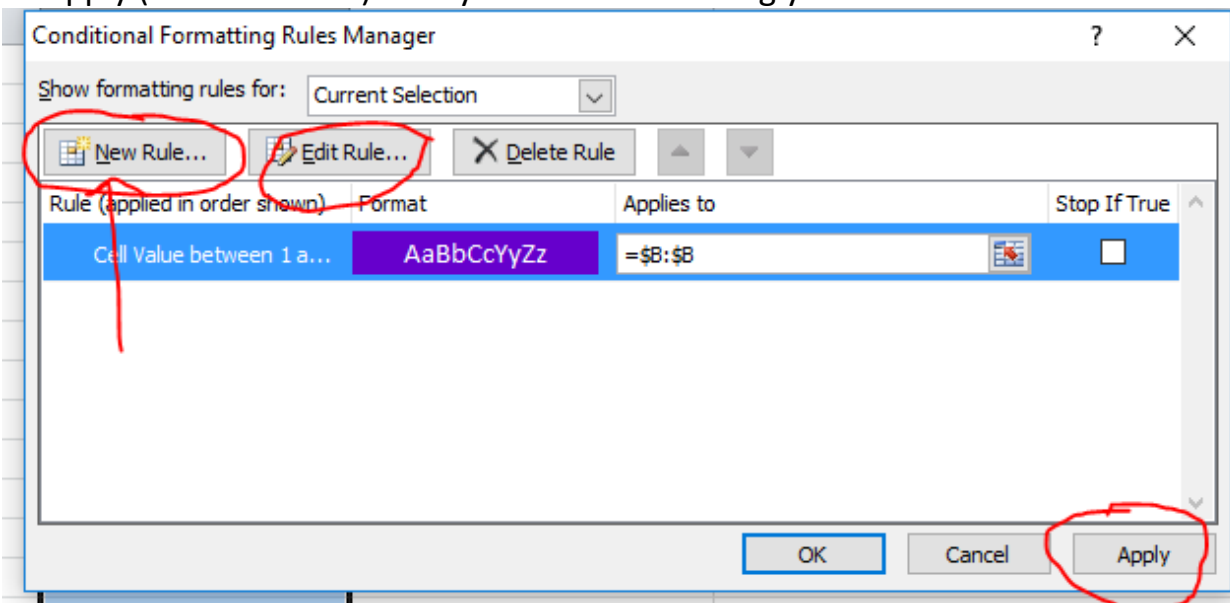
It will show this (white as the color) – or leave it automatic for black.



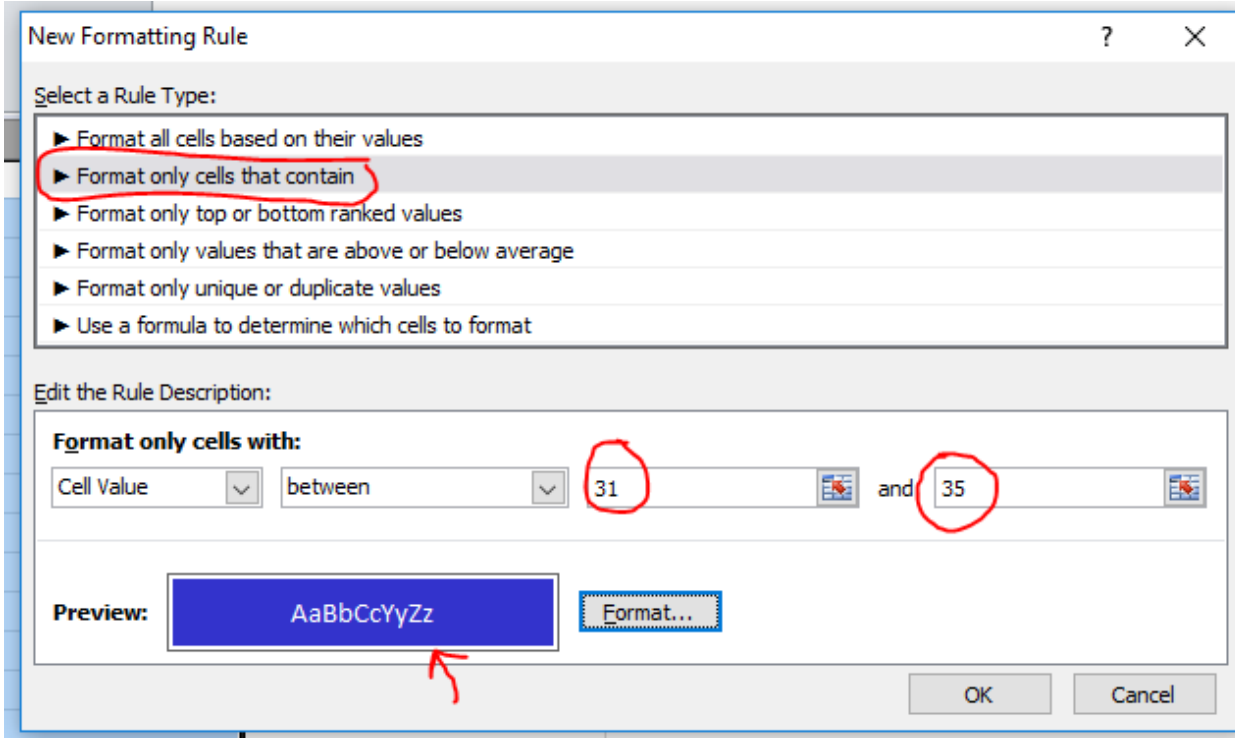
Click okay, and this is what you will have. The Preview will show what the cell will look like and what numbers you need to enter to get that format in the cell. If you wanted to change more about the font than just the color, you can also do that on the font screen in the previous step. If you want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



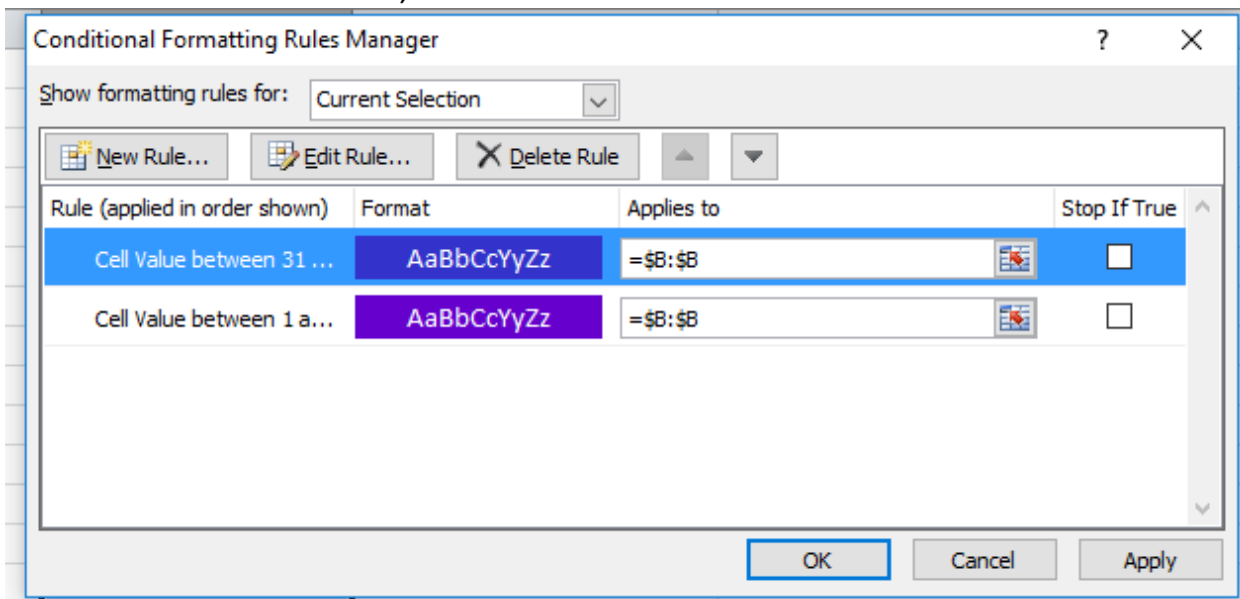
You now have one rule input...now to make a new rule for each of your temperature ranges. The blue is highlighting the one your just made. If you need to change something about rules you already created, click on the rule first, then click “edit rules”. You don’t need to click on OK or Apply (at the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



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

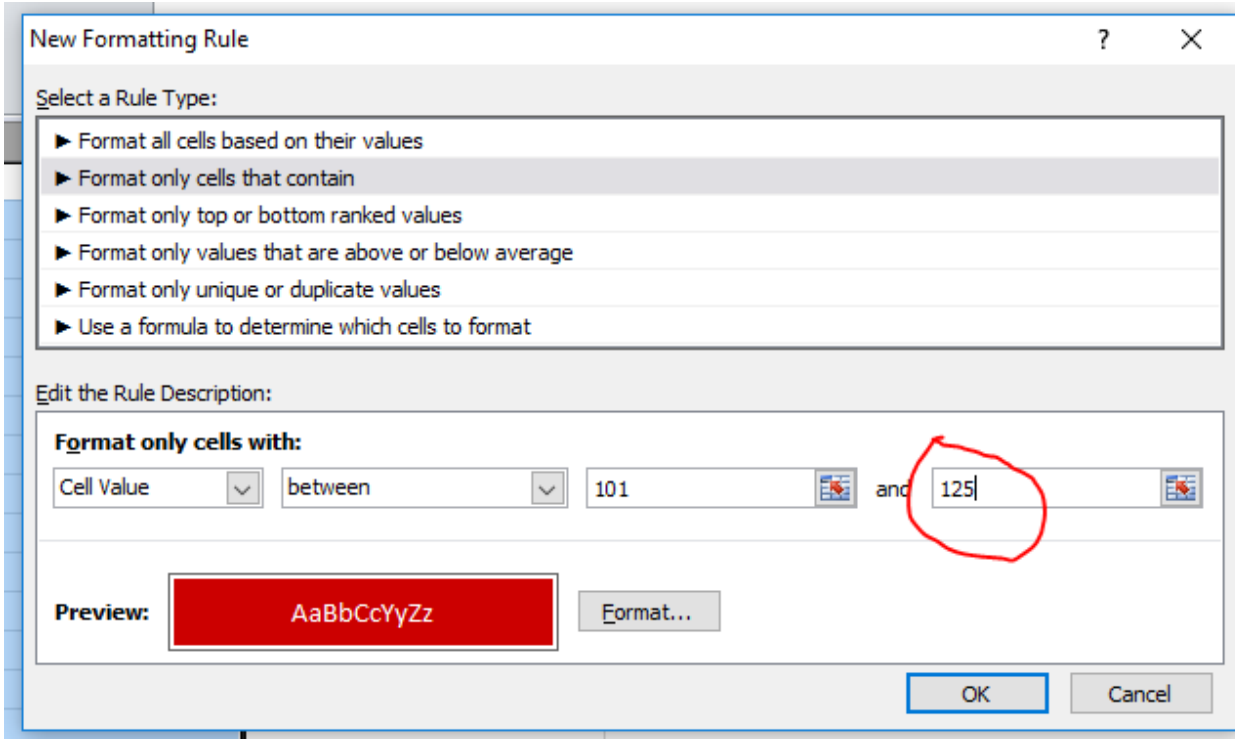


After I am done with this one, I will see both of the rules I have made so far:

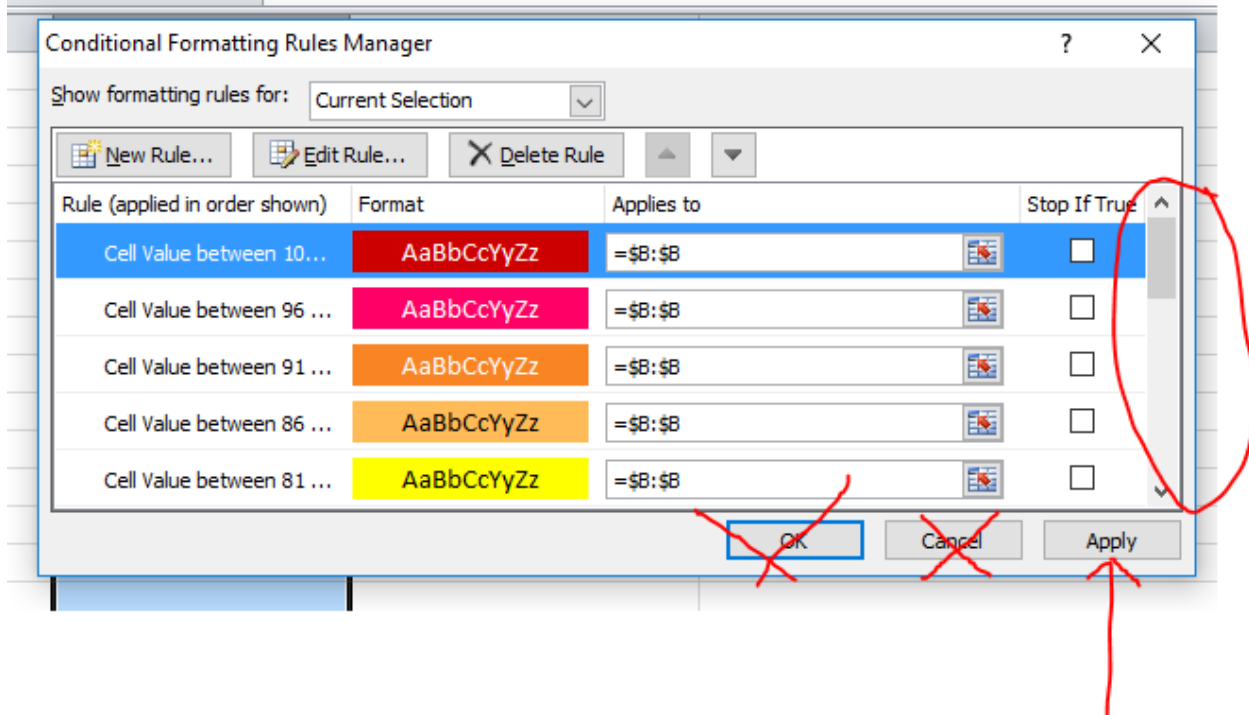


Click on New Rule again, and continue to make all of your rules. You will end up with a screen like this one that you can scroll through and edit. When you are done making a rule for every temperature range, then click APPLY. DO NOT CLICK OK. If you click okay, all of your work will go away – same with 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.



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.



Here is where I entered some numbers.

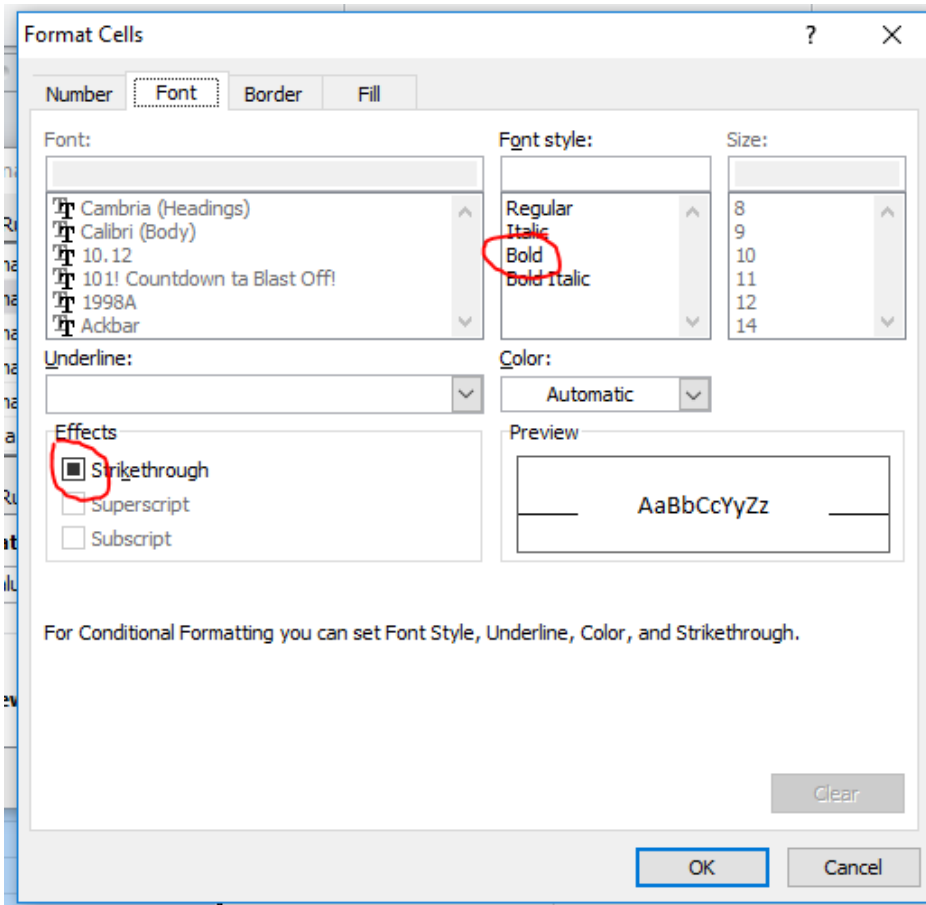
	High Temp
1/1/2017	55
1/2/2017	56
1/3/2017	45
1/4/2017	49
1/5/2017	62
1/6/2017	65
1/7/2017	67
1/8/2017	
1/9/2017	
1/10/2017	
1/11/2017	
1/12/2017	
1/13/2017	

How to Edit the Conditional Formatting

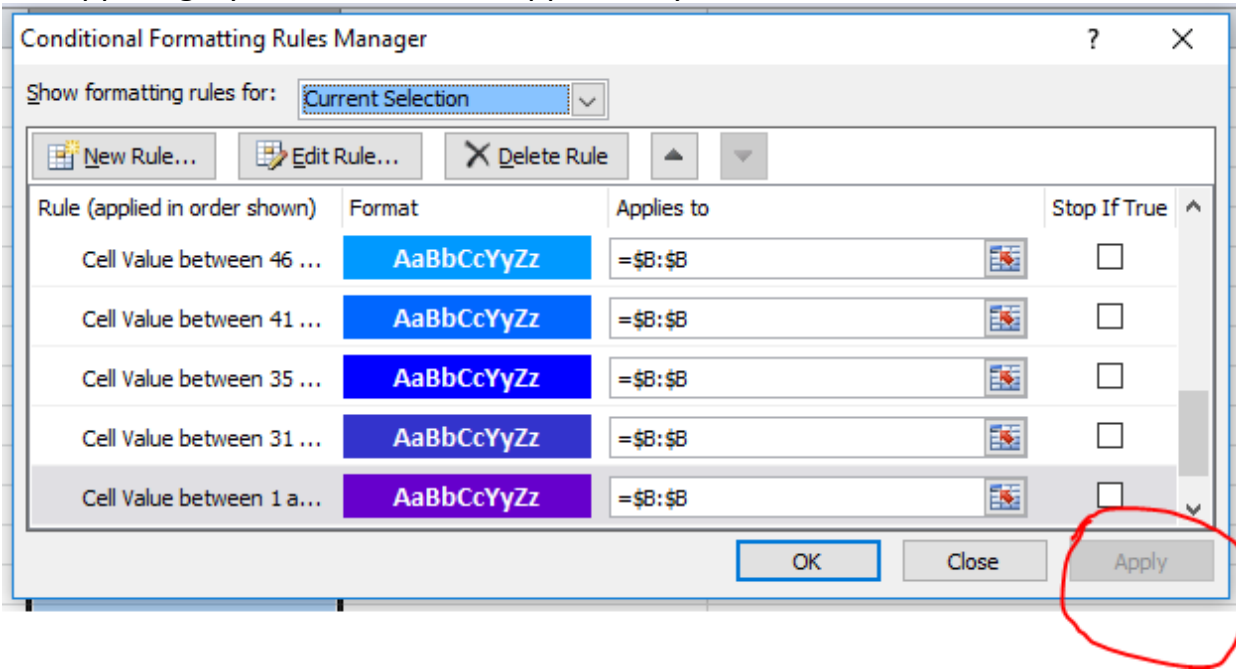
Click on the “B” (or letter on the top of the column) and you will highlight that column. If you have two columns (for a low temperature), you can also highlight more than one column at a time.

A	B
	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	

Click on Conditional Formatting 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 edit each rule to have that unchecked. I also wanted to make the font more bold.



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.



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.

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

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

	A	B	
1		High Temp	Yarn Colo
2			
3	1/1/2017	55	
4	1/2/2017	56	
5	1/3/2017	45	
6	1/4/2017	49	
7	1/5/2017	62	
8	1/6/2017	65	
9	1/7/2017	67	
10	1/8/2017		
11	1/9/2017		
12	1/10/2017		
13	1/11/2017		
14	1/12/2017		
15	1/13/2017		
16	1/14/2017		
17	1/15/2017		
18	1/16/2017		
19	1/17/2017		