Conditional Formatting

Assigning a Number Format to a Cell
There are several ways to change the number format for a cell.
1. Select the cell or cells you want to assign the format to.
2. Click on the Home tab.
3. Click the Format button in the Cells group.
4. Select a number format in the Category box.
5. Enter or select options in the right pane.
Note: To quickly change the number format for the selected cell or range of cells, click the arrow on the Number Format button in the Number group and select a format from the resulting menu. You can also click the Accounting Number Format $#, Percentage Style %, or Comma Style , button in the Number group.

Displaying Multiple Lines of Text in a Cell
1. Select the cell or cells you want in the format.
2. Click on the Home tab.
3. Click the Wrap Text button in the Alignment group.
Note: To place a new line or line break in a cell, click in the cell and press Alt + Enter. If the wrapped text is not displayed, the row height might be set to a specific height.

Applying a Cell Style
1. Select the cell or cells you want to apply a style to.
2. Click on the Home tab.
3. Click the Cell Styles button in the Styles group.
4. Select a style from the resulting menu.

Creating a Cell Style
1. Select the cell you want to base the style on.
2. Click on the Home tab.
3. Click the Cell Styles button in the Styles group.
4. Select New Cell Style from the resulting menu.
5. Enter a name for the style in the Style name box.
6. Optional: To change the formatting, click the Format button, click on the tabs, select options, and click the OK button.
7. Clear the boxes next to items you do not want to include in the style.
8. Click the OK button.

Adding Conditional Formatting
Conditional formatting is a format that Excel applies automatically if a specified condition is true.
1. Select the cells you want to add conditional formatting to.
2. Click on the Home tab.
3. Click the Conditional Formatting button in the Styles group.
4. Do one of the following:
   • To apply formatting to cells that contain values, select Highlight Cells Rules or select Top/Bottom Rules and select a command from the resulting menu. Enter or select values. Click the arrow on the box and select a formatting option from the resulting menu. Click the OK button.
   • To apply formatting to cells using data bars, a color scale, or icon sets, select Data Bars, Color Scales, or Icon Sets and select a data bar, color scale, or icon set from the resulting menu.

Clearing Conditional Formatting
1. Select the cells you want to clear formatting for.
2. Click on the Conditional Formatting button in the Styles group.
4. Select Clear Rules from Selected Cells from the resulting menu.

Creating a New Conditional Formatting Rule
1. Click on the Home tab.
2. Click the Conditional Formatting button in the Styles group.
3. Select New Rule from the resulting menu.
4. Select a rule type in the Select a Rule Type section.
5. Enter or select options in the Edit the Rule Description section.
6. Click the OK button when you are finished.

Creating a Table
1. Select the cell or range of cells you want to make into a table.
2. Click the Format as Table button in the Styles group.
3. Select a table format from the resulting menu.
4. Check or clear the My table has headers box.
5. Click the OK button.
Note: To edit the table, click in the table and click the Design tab under Table Tools.

Naming

Naming a Cell or Range of Cells
Names can be made up of letters, numbers, periods, underscore characters, or backslashes, but the first character of a name must be a letter, an underscore character (_), or a backslash (\).
1. Select the cell or range of cells you want to name.
2. Click on the Formulas tab.
3. Click the Define Name button in the Defined Names group.
4. Enter a name for the selection in the Name box.
5. Optional: To define the scope, click the arrow on the Scope box and select the scope from the resulting menu.
6. Optional: Enter comments in the Comment box.
7. Click the OK button.
8. Optional: To go to a named cell or range, click the arrow on the Name Box, located to the left of the Formula Bar, and select the name from the resulting menu.
Note: To quickly define a name, select the cell or cells you want to name and enter a name in the Name Box and press the Enter key.

Creating a 3-D Reference
A 3-D reference is a reference to a cell or range of cells that spans two or more worksheets in a workbook.
1. Click on the Formulas tab.
2. Click the Define Name button in the Defined Names group.
3. Enter a reference name in the Name box.
4. Select the contents of the Refers to box and press the Delete key.
5. Enter an equal sign (=) in the Refers to box.
6. Click on the first worksheet tab you want to include in the reference.
7. Hold the Shift key and click on the rest of the worksheet tabs that you want to include in the reference.
8. Select the cell or range of cells in the worksheet that you want to reference.
9. Click the OK button when you are finished.