

# Conditional Formatting – Use Color to Highlight Data

## What is Conditional Formatting

There are lots of things we avoid in Excel because of intimidating terms. Conditional Formatting is simply invoking the use of color, depending upon certain criteria.

## Setting Up a Scenario

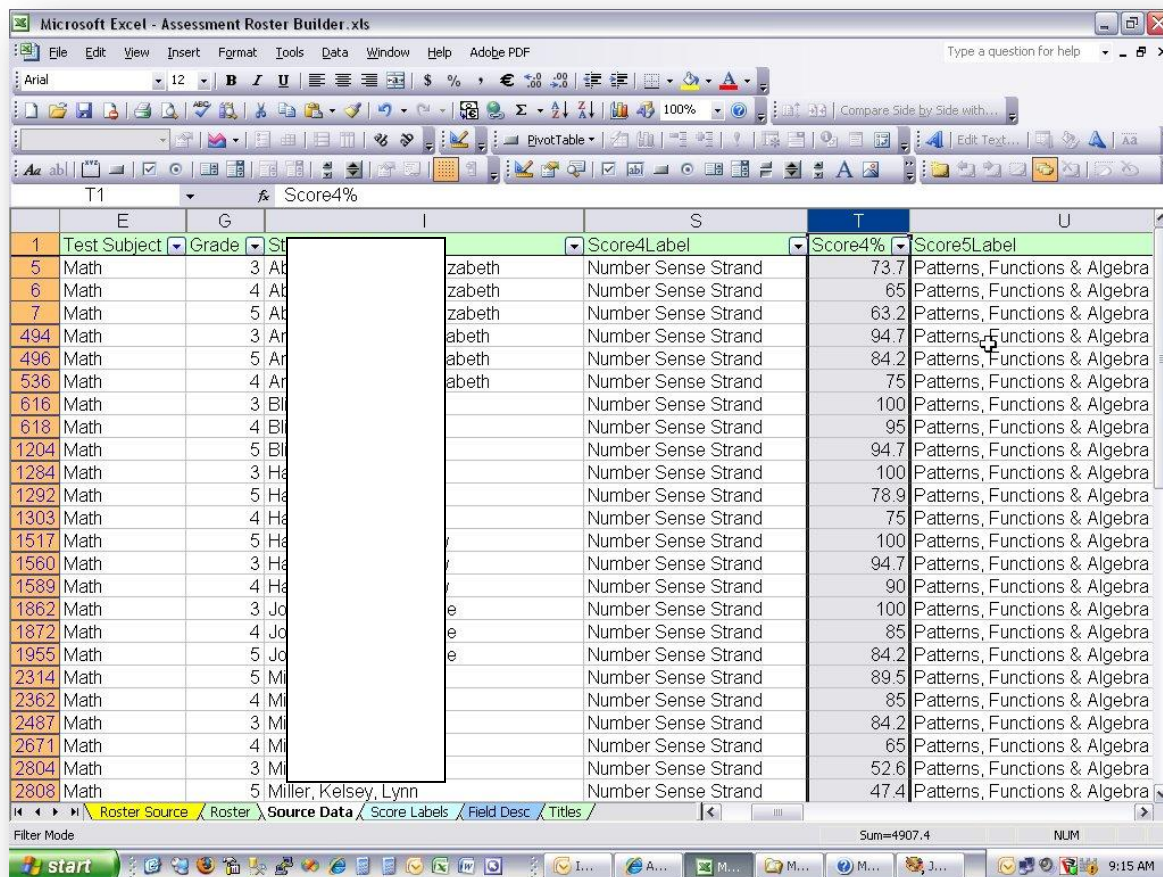
Suppose that you wanted to highlight a range of values in a worksheet with a different color to make them stand out. Let's assume that you teach 6<sup>th</sup> grade math. You want to see which of your students could make good use a little extra help understanding Number Sense. You carefully calculate the probability of success and arrive at a desire to identify those records with scores between 55% and 65%. It would be nice to color those records to make it easy to identify them in your rosters.

## Work Smarter, Not Harder

If you're like me, you learned about how to use fill colors and font colors early on, but who has the time to go through all those records and 'hand color' them? Further, how accurate will this be? You can be 100% accurate and achieve this identification in only a few moments. Here's how:

## Select the Desired Range

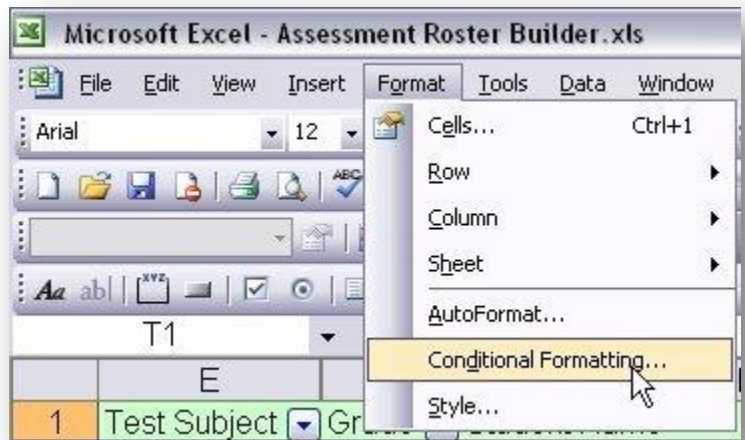
Select the desired range of information you'd like to operate upon. In this case, it's the numbers under the column heading 'Score4%'.



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### Locate the Conditional Formatting Command

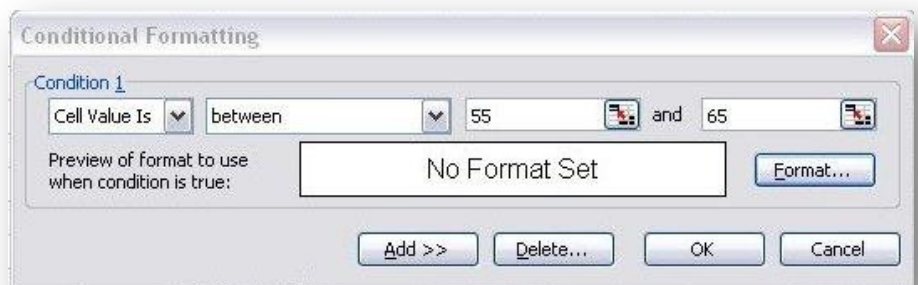
On Excel's menu bar, click on 'Format>Conditional Formatting'



### Enter the Range of Values

This is easy enough to see without a great deal of explanation. Within the selected column of values,

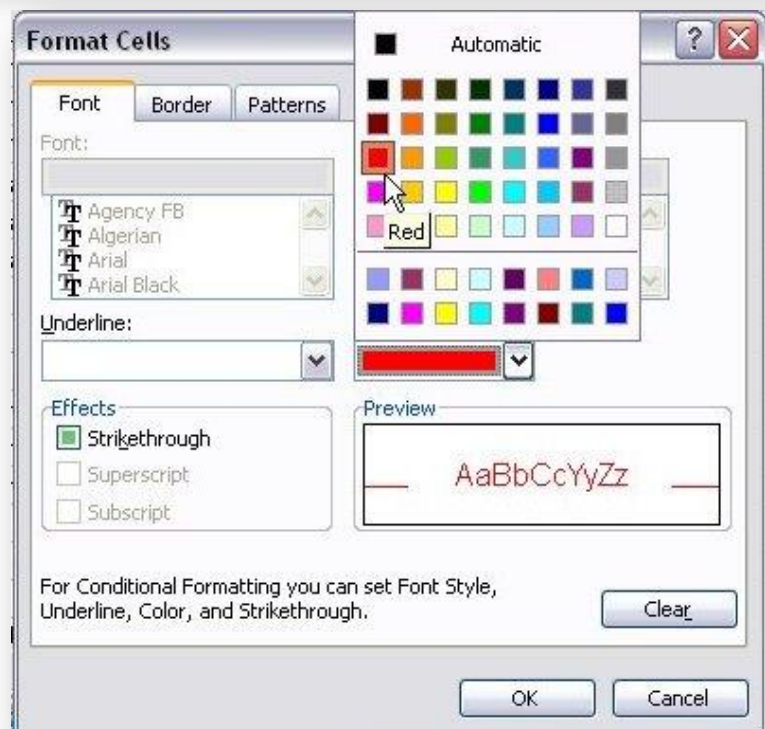
you want to color those with values between 55 and 65 percent. You can add up to 3 conditions for the data range selected.



### Select Format

Notice the tabs for Font, Border and Patterns. Any, or all of these cell attributes can be changed for the desired range of data you are operating on. In this example the font color will be changed to **RED**.

Make your 'adjustments' and click the button labeled 'OK'.



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### Observe the Results

After clicking 'OK' in the Conditional Formatting window you'll see that the changes you've called for have been applied to the range of data that you selected.

The screenshot shows a Microsoft Excel spreadsheet titled "Assessment Roster Builder.xls". The spreadsheet contains a table with the following columns: "Test Subject", "Grade", "Score4Label", "Score4%", and "Score5Label". The "Score4%" column is highlighted in orange. The value "65" in the "Score4%" column for the row with "Math" subject and "4" grade is highlighted in green. The "Score5Label" column contains the text "Patterns, Functions & Algebra".

	E	G	I	S	T	U
1	Test Subject	Grade	Score4Label	Score4%	Score5Label	
5	Math	3	ababeth	73.7	Patterns, Functions & Algebra	
6	Math	4	ababeth	65	Patterns, Functions & Algebra	
7	Math	5	ababeth	63.2	Patterns, Functions & Algebra	
494	Math	3	ababeth	94.7	Patterns, Functions & Algebra	
496	Math	5	ababeth	84.2	Patterns, Functions & Algebra	
536	Math	4	ababeth	75	Patterns, Functions & Algebra	
616	Math	3		100	Patterns, Functions & Algebra	
618	Math	4		95	Patterns, Functions & Algebra	
1204	Math	5		94.7	Patterns, Functions & Algebra	
1284	Math	3		100	Patterns, Functions & Algebra	
1292	Math	5		78.9	Patterns, Functions & Algebra	
1303	Math	4		75	Patterns, Functions & Algebra	
1517	Math	5		100	Patterns, Functions & Algebra	
1560	Math	3		94.7	Patterns, Functions & Algebra	
1589	Math	4		90	Patterns, Functions & Algebra	
1862	Math	3		100	Patterns, Functions & Algebra	
1872	Math	4		85	Patterns, Functions & Algebra	
1955	Math	5		84.2	Patterns, Functions & Algebra	
2314	Math	5		89.5	Patterns, Functions & Algebra	
2362	Math	4		85	Patterns, Functions & Algebra	
2487	Math	3		84.2	Patterns, Functions & Algebra	
2671	Math	4		65	Patterns, Functions & Algebra	
2804	Math	3		52.6	Patterns, Functions & Algebra	
2808	Math	5	Mimer, Kelsey, Lynn	47.4	Patterns, Functions & Algebra	