

More Conditional Formatting

Most often we use Conditional Formatting to format cells based on their own value as in the following example (*Fig. 1*) where the values in the Total column are formatted according to the three rules:

- Cell value less than 35 – cell fill colour Red
- Cell value between 35 and 70 - cell fill colour Yellow
- Cell value greater than 70 – cell fill colour Green

	A	B	C	D	E	F	G
1		Qtr 1	Qtr 2	Qtr 3	Qtr 4	Total	
2	January	13	15	18	0	46	
3	February	12	2	20	5	39	
4	March	18	2	3	5	28	
5	April	16	13	22	24	75	
6	May	17	21	15	23	76	
7	June	8	6	21	5	40	
8	July	2	8	9	0	19	
9	August	7	19	0	8	34	
10	September	23	19	14	21	77	
11	October	13	11	10	7	41	
12	November	5	19	16	2	42	
13	December	8	9	4	9	30	

Fig. 1 Cells in the Total column are formatted according to their value.

But what if you want to apply Conditional Formatting to a cell or range of cells according to the value of a different cell. Using the same example you could, for example, want to format each row of data according to the value of the corresponding cell in the Total column (*Fig. 2*).

	A	B	C	D	E	F	G
1		Qtr 1	Qtr 2	Qtr 3	Qtr 4	Total	
2	January	13	15	18	0	46	
3	February	12	2	20	5	39	
4	March	18	2	3	5	28	
5	April	16	13	22	24	75	
6	May	17	21	15	23	76	
7	June	8	6	21	5	40	
8	July	2	8	9	0	19	
9	August	7	19	0	8	34	
10	September	23	19	14	21	77	
11	October	13	11	10	7	41	
12	November	5	19	16	2	42	
13	December	8	9	4	9	30	

Fig. 2 The cells in each row are formatted according to the values in the Total column.

Here's how to do it. I'll start by formatting the cells in the top row then copy their Conditional Formatting down over the remaining rows.

1. Start by selecting the cells that you want the Conditional Formatting to apply to (*Fig. 3*).

	A	B	C	D	E	F	G
1		Qtr 1	Qtr 2	Qtr 3	Qtr 4	Total	
2	January	13	15	18	0	46	
3	February	12	2	20	5	39	
4	March	18	2	3	5	28	

Fig. 3 Select the cells to be formatted.

- Go to the **Home** tab and click the **Conditional Formatting** then choose **Manage Rules** to open the *Conditional Formatting Rules Manager*.
- In the *Conditional Formatting Rules Manager* click **New Rule** to open the *New Formatting Rule* dialog box then choose **Use a formula to determine which cells to format**.
- In the textbox marked **Format values where this formula is true** enter an expression that describes your first rule (Fig. 4). In this example I want the selected cells to show Red when the value in cell **F2** is less than **35**, so the appropriate expression is **=\$F2<35**. NOTE: Don't forget the dollar sign in front of the letter **F** in the cell reference. It's there because I'm going to copy the formatting down the column later. Without it the process won't work properly.

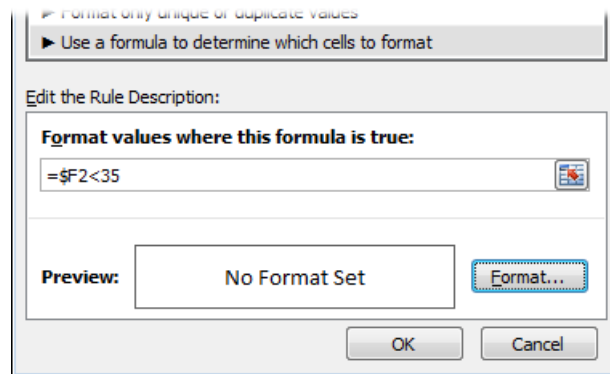


Fig. 4 Insert an expression that describes the rule.

- Click the **Format** button and choose an appropriate format for the selected cells. In this example I have chosen a red fill (Fig. 5).

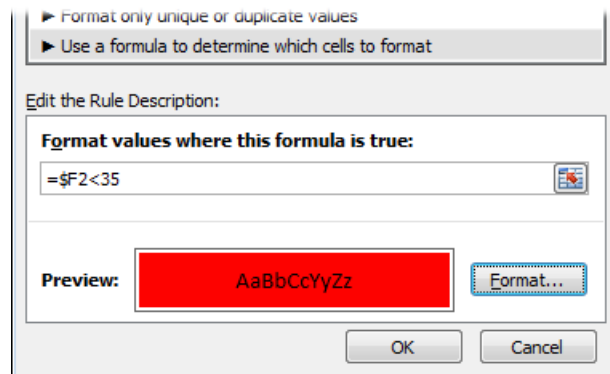


Fig. 5 Specify the required format.

- Click **OK** to return to the *Conditional Formatting Rules Manager* where you will see that your rule has been added to the list (Fig. 6).

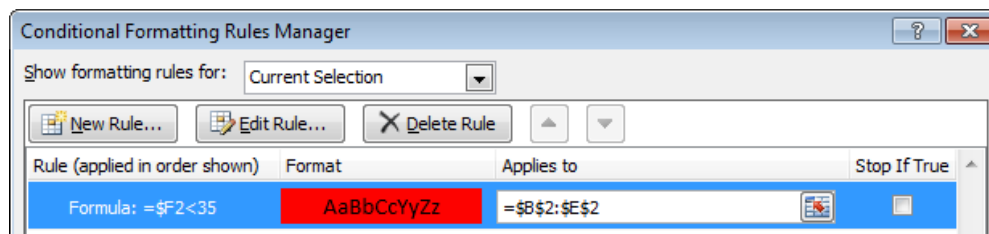


Fig. 6 The new rule appears in the Rules Manager.

- If you wish to add more rules you can do so by repeating the steps above. The rule for values between 35 and 70 is **=AND(\$F2>=35,\$F2<=70)** with a Yellow fill (Fig. 7).

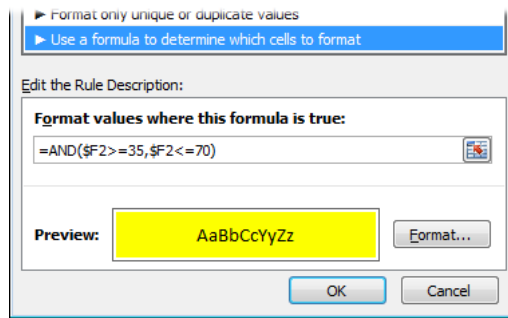


Fig. 7 Setting the rule for the intermediate values.

- The rule for the high values is **=F2>70** with a Green fill (Fig. 8).

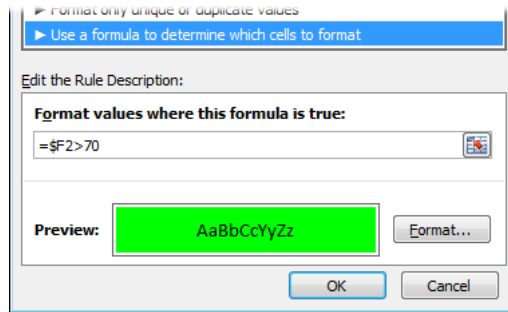


Fig. 8 Setting the rule for the high values.

- On returning to the *Rules Manager* you will see that all the rules are listed (Fig. 9).

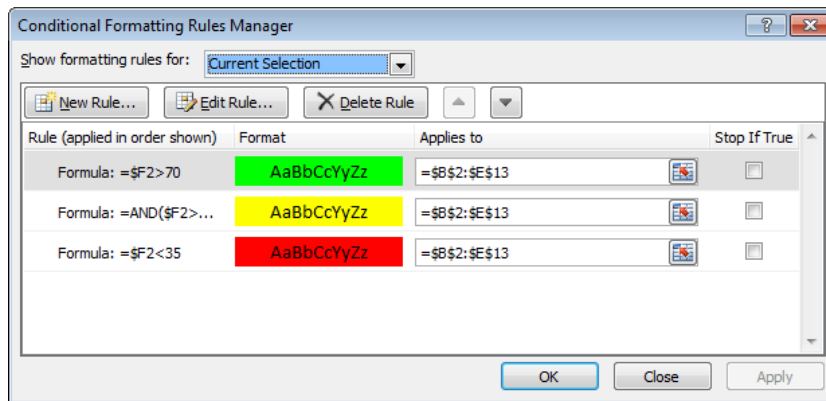


Fig. 9 All the rules are shown in the Rules Manager.

- Click the **OK** button to apply the rules to the selected cells. Note that the cell (**F2**) whose value is being used to determine the Conditional Format is not itself formatted (Fig. 10). This is because I chose to leave it like this but if it had been included in the original selection it would have received the same format as the rest of the selected cells.

	A	B	C	D	E	F	G
1		Qtr 1	Qtr 2	Qtr 3	Qtr 4	Total	
2	January	13	15	18	0	46	
3	February	12	2	20	5	39	
4	March	18	7	3	5	28	

Fig. 10 The Conditional Formatting is applied to the selected cells.

- Finally, use the **Auto Fill** tool to copy the Conditional Formatting down the sheet. Point at the black dot in the lower-right corner of the selection and drag down over the remaining rows. When you release the mouse you will see that in addition to copying the formatting the *Auto Fill* tool has copied the values from the first row. To correct this click the **Auto Fill Options** box that appears next to the lower right corner of the new selection and choose **Fill Formatting Only** from the list of choices (Fig. 11).

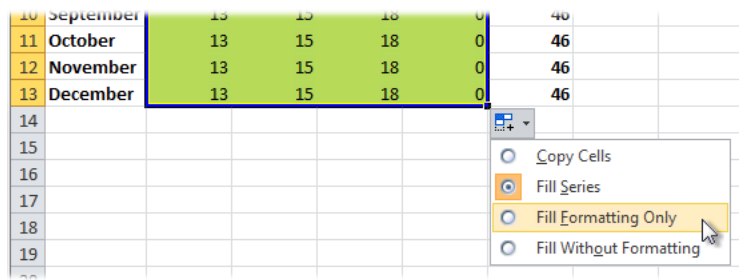


Fig. 11 Copy the Conditional Formatting over the remaining rows.

Now, each row is formatted according to the value in the Total column of the same row (Fig. 12).

	A	B	C	D	E	F	G
1		Qtr 1	Qtr 2	Qtr 3	Qtr 4	Total	
2	January	13	15	18	0	46	
3	February	12	2	20	5	39	
4	March	18	2	3	5	28	
5	April	16	13	22	24	75	
6	May	17	21	15	23	76	
7	June	8	6	21	5	40	
8	July	2	8	9	0	19	
9	August	7	19	0	8	34	
10	September	23	19	14	21	77	
11	October	13	11	10	7	41	
12	November	5	19	16	2	42	
13	December	8	9	4	9	30	

Fig. 12 Each row now has Conditional Formatting.