



Module 35 : Conditional Formatting

35.1 Conditional Formatting

Conditional formatting is a quick and effective way to highlight important information in a spreadsheet as you continue to update it.

It allows you to make your own rules, so it can help you to visualise checklists (for example, a cell can say Done and turn green) and whether invitations were sent out, among other infinite possibilities. You have to create rules through conditional formatting one by one.

In order to create the first rule:

Highlight the cells that will be used as reference points.

Then click Home, then Conditional Formatting, then New Rule. A dialog box will open up, and here, you have to create a formula to determine which cells to format (which cells will be the output) and type it where it says Format Values Where this Formula is True.

Then, click format and change the format to your liking.

Afterwards, you may create another rule following the same steps, so that the cells not only change colour, they also say the words "yes", "no", "unsure", or others.

35.2 Video Instruction

Conditional Formatting in Excel - 3m34s

35.3 Task

Estimated Time: 10 minutes Download the worksheet that accompanies this video by clicking below. Once downloaded practise Conditional Formatting in Excel using the video above as a reference.

[Download Worksheet](#)

Option #2: Worksheet without functionality

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