

Learn how conditional formatting can be used to automatically apply formatting like font and cell color, icons, and data bars, to one or more cells based on the cell value. Explore using this powerful tool to visually analyze data, identify patterns and trends and detect critical issues. Apply preset conditional format rules that trigger formatting to be applied when cell values (text, numbers, or dates) are greater than, less than, equal to or are between a value set by a criteria. Create customized conditional formatting rules to detect duplicates, highest and lowest values, and above or below overall averages. Build conditional formatting rules using formulas and functions that compare values and optionally format the entire row as opposed to single cells.

APPLY EXISTING CONDITIONAL FORMATTING RULES

- Create Rules That Format Cells Whose Values Are “Greater Than”, “Less Than”, “Between” and “Equal to” a Certain Value.
- Design Rules for Cells That Contain Certain Dates and Text Values.
- Quickly Spot Duplicate Values with a Rule.
- Apply Statistical Rules That Apply Formatting Based on “Top and Bottom” Value Tiers and “Above and Below” Overall Averages.
- Add Horizontal Data Bars in the Background of Cells Whose Lengths Are Based on Each Cell’s Value Relative to the Entire Range.
- Add Color Scales (Heat Mapping) to Cells That Consists of Single and Multiple Colors and Gradients That Change Relative to the Range.
- Apply Icon Set Formatting Where Cells Will Partially Fill with Arrows, Shapes, Indicators and Ratings Icons for Eye-Catching Effects.
- Apply Multiple Conditional Formatting Rules to a Single Range and Remove Rules from a Range.

CUSTOMIZE CONDITIONAL FORMATTING RULES

- Learn How to Create New Customized Rules Based on Any of the Existing Rules That Are Currently Available in the Program.

CONDITIONAL FORMATTING FORMULA RULES

- Use Formulas to Apply Color Banding and/or Font and/or Font Styles to Entire or Partial Rows Based the Row Being Even or Odd.
- Use Formulas to Apply Formatting to a Partial or Entire Row Based on One or More Cell Contents Meeting a Certain Criteria on Each Row.
- Use Formulas and Function Formulas to Apply Conditional Formatting When Comparing the Contents to One or More Fields on Each Row.
- Use Formulas and Functions to Format Rows of One or More Cells that Reach Certain Targets.
- Format Rows Based on Dates That Fall on Business Days or Weekends.
- Format Rows Based on Aging and/or Due Dates.

- Format Rows Based on Potential Problems.
- Format Rows Whose Values Are Above or Below Average or Fall Within or Outside of the Over Standard Deviation.
- Format the Highest or Lowest Quarterly Value.
- Color Those Rows or Cells Where Duplicated Data Exist.
- Determine Which Items from One List Are Missing from Another List.
- Format Rows on Date, Text, and Value Ranges.
- Format on Top-N and Bottom-N Ranges.

PROJECT GANTT CHART

- Create a Project Gantt Chart with Conditional Formatting Formulas and Functions.