

How to Highlight Dates Older Than 1 Year in Excel with Conditional Formatting

Authored by
stats writer

February 18, 2026

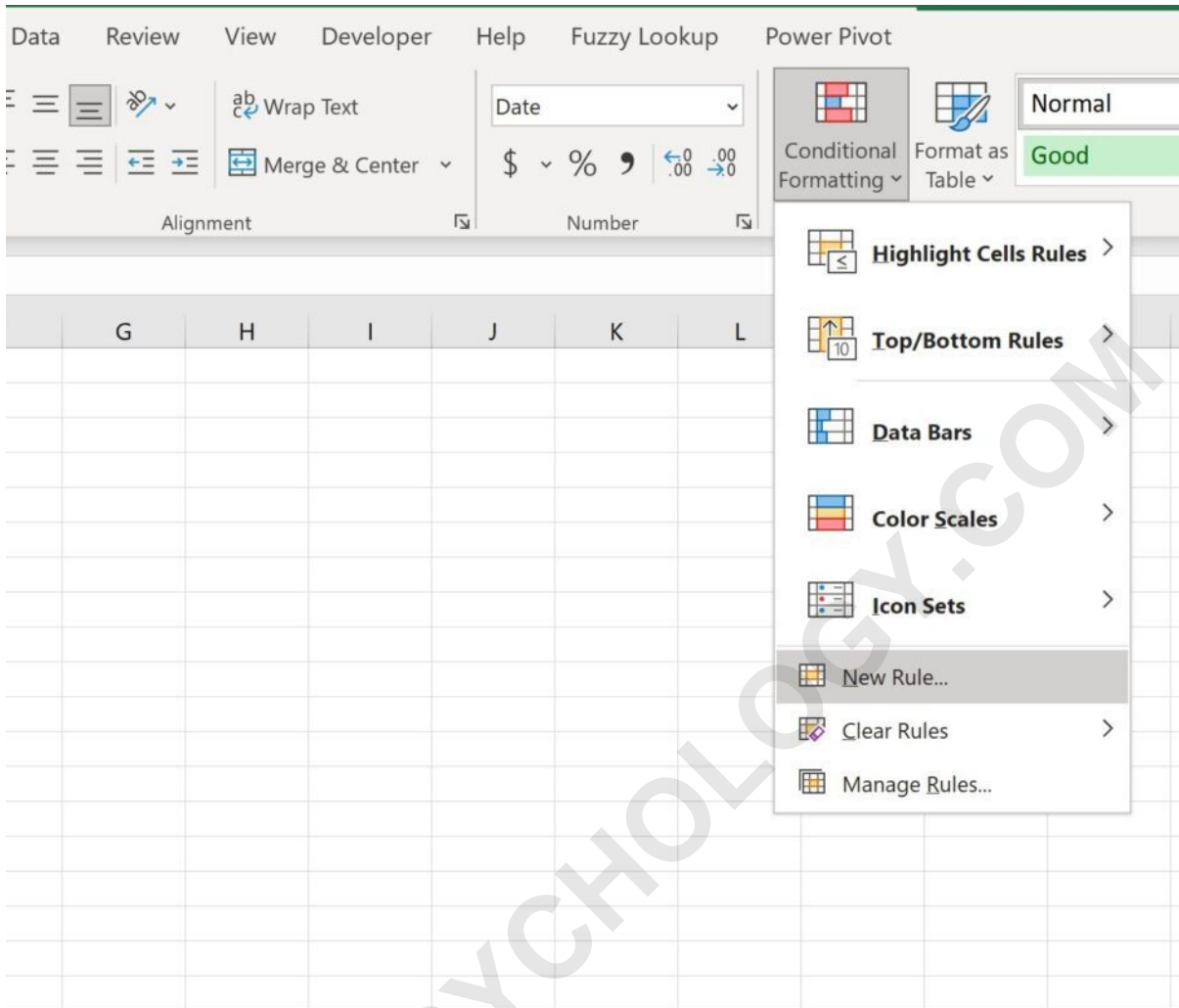
RECOMMENDED CITATION

stats writer (2026). *How to Highlight Dates Older Than 1 Year in Excel with Conditional Formatting*. PSYCHOLOGICAL SCALES. Retrieved from <https://scales.arabpsychology.com/?p=131363>

Conditional formatting in Excel is a useful tool for highlighting data that meets specific criteria. In order to highlight dates that are older than 1 year, the user can follow a simple process. First, select the cells or column that contains the dates. Then, go to the Home" tab and click on the "Conditional Formatting" option. From the drop-down menu, select Highlight Cells Rules" and then "Less Than". In the dialogue box, enter the formula "=TODAY()-365" and choose a formatting style to highlight the dates that are older than 1 year. This will make it easier to identify and analyze data that is more than a year old, helping in decision making and data management.

Excel: Apply Conditional Formatting to Dates Older Than 1 Year

To apply conditional formatting to cells that have a date older than one year from the current date in Excel, you can use the New Rule option under the Conditional Formatting dropdown menu within the Home tab.



The following example shows how to use this option in practice.

Example: Apply Conditional Formatting to Dates Older Than 1 Year

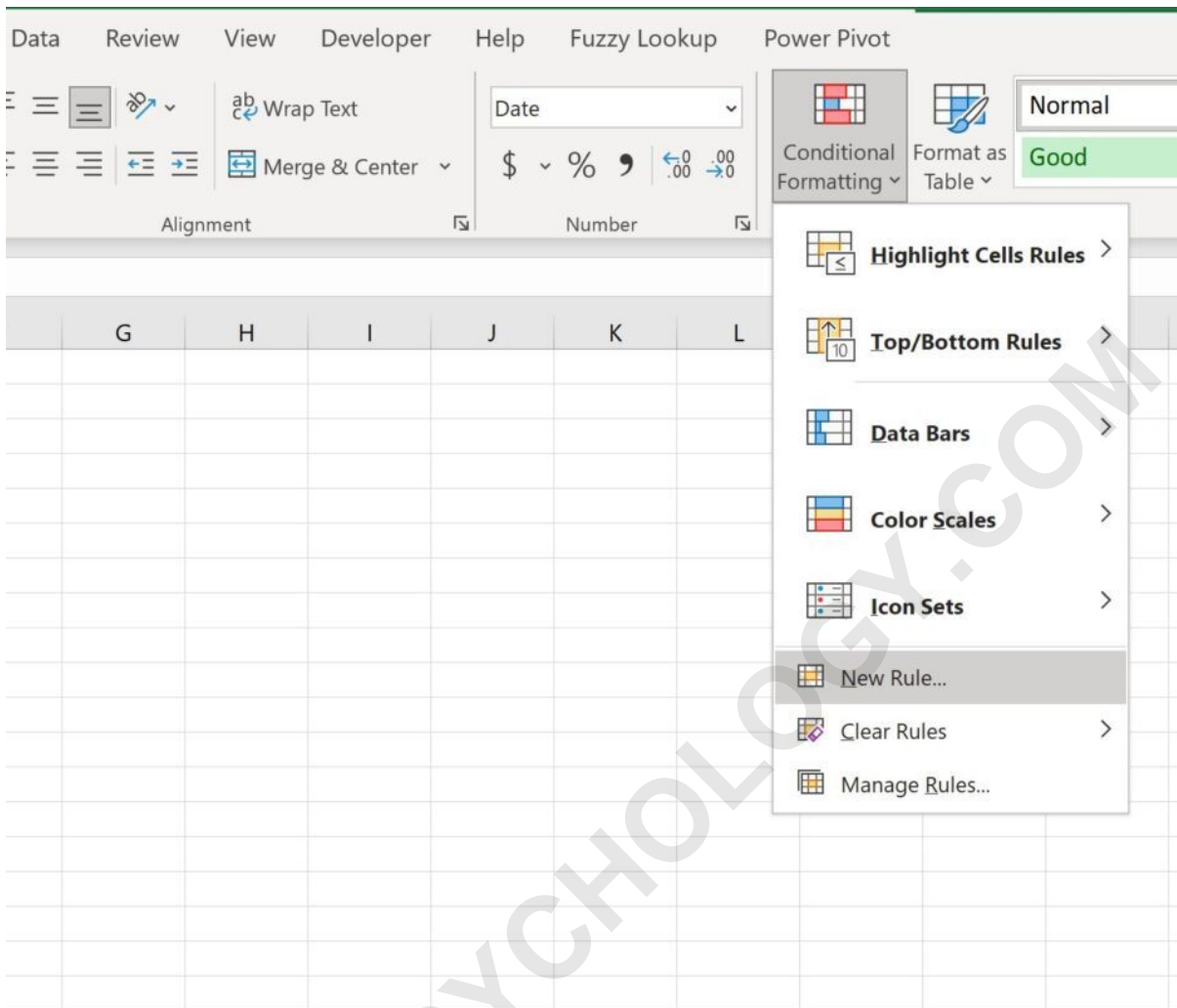
Suppose we have the following dataset in Excel that shows the date that various people most recently visited a gym:

	A	B	C	D	E
1	Name	Most Recent Visit			
2	Andy	1/1/2023			
3	Bob	4/15/2023			
4	Chad	12/21/2022			
5	Doug	4/13/2022			
6	Eric	8/13/2022			
7	Frank	9/15/2022			
8	Greg	8/10/2023			
9	Henry	7/12/2020			
10	Isaac	8/16/2021			
11	John	7/28/2023			
12	Kendall	5/14/2023			
13	Luke	6/12/2022			
14					
15					
16					
17					

This article is being written on 8/18/2023.

Suppose we would like to apply conditional formatting to any date that is over a year old.

To do so, we can highlight the cells in the range B2:B13, then click the Conditional Formatting dropdown menu on the Home tab and then click New Rule:



In the new window that appears, click Use a formula to determine which cells to format, then type `=B2<TODAY()-365` in the box, then click the Format button and choose a fill color to use.

The screenshot shows an Excel spreadsheet with the following data:

Name	Most Recent Visit
Andy	1/1/2023
Bob	4/15/2023
Chad	12/21/2022
Doug	4/13/2022
Eric	8/13/2022
Frank	9/15/2022
Greg	8/10/2023
Henry	7/12/2020
Isaac	8/16/2021
John	7/28/2023
Kendall	5/14/2023
Luke	6/12/2022

The 'New Formatting Rule' dialog box is open, showing the following options:

- Select a Rule Type:
 - Format all cells based on their values
 - Format only cells that contain
 - Format only top or bottom ranked values
 - Format only values that are above or below average
 - Format only unique or duplicate values
 - Use a formula to determine which cells to format
- Edit the Rule Description:
 - Format values where this formula is true:
 - =B2<TODAY()-365
 - Preview: AaBbCcYyZz

Once we press OK, all of the cells in the range B2:B13 that have a date over a year old from today (8/18/2023) will be highlighted:

	A	B	C	D	E
1	Name	Most Recent Visit			
2	Andy	1/1/2023			
3	Bob	4/15/2023			
4	Chad	12/21/2022			
5	Doug	4/13/2022			
6	Eric	8/13/2022			
7	Frank	9/15/2022			
8	Greg	8/10/2023			
9	Henry	7/12/2020			
10	Isaac	8/16/2021			
11	John	7/28/2023			
12	Kendall	5/14/2023			
13	Luke	6/12/2022			
14					
15					
16					

If you would like to apply conditional formatting to dates that are a different number of years older than today, simply multiply the last value in the formula by that number.

For example, you could type `=B2<TODAY()-365*2` in the conditional formatting rule box to instead highlight cells that have a date older than 2 years from today.

Note: We chose to use a light green fill for the conditional formatting in this example, but you can choose any color and style you'd like for the conditional formatting.

The following tutorials explain how to perform other common tasks in Excel:

ARABPSYCHOLOGY.COM