

# How can I apply conditional formatting in Google Sheets?

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June 29, 2024

## RECOMMENDED CITATION

stats writer (2024). *How can I apply conditional formatting in Google Sheets?*.  
PSYCHOLOGICAL SCALES. Retrieved from <https://scales.arabpsychology.com/?p=160077>

Conditional formatting in Google Sheets allows users to automatically format cells based on certain criteria or rules. This feature is useful for highlighting important data, identifying trends, or organizing large amounts of information. To apply conditional formatting, users can select the cells they want to format, click on the "Format" menu, and choose "Conditional formatting." From there, they can set up rules and choose formatting options such as color, text style, or icon sets. This feature is available in both the desktop and mobile versions of Google Sheets, making it a convenient and efficient tool for data management and analysis.

## Google Sheets Conditional Formatting

### Conditional Formatting

Conditional formatting is used to change the **appearance** of cells in a range based on your specified **conditions**.

The conditions are rules based on specified numerical values, matching text and more.

Changing the appearance of cells can visually highlight interesting data points for analysis.

Google Sheet provides a number of preset formatting options, as well as customizable format options and conditions.

The two main Conditional Formatting options are:

Single Color  
Color Scale

**Single Color** formatting applies a single customizable formatting option to all the cells that match a condition.

**Color Scale** formatting applies a background color that smoothly changes between 2 or 3 colors based on the values of cells in a range.

**Note:** Single Color formatting lets you customize **both** the background color and the font in the cells.

### Conditional Formatting Example

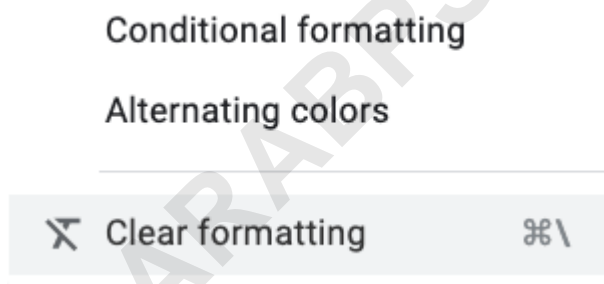
Here, the Speed values of each pokemon is formatted with a **Color Scale**:

	A	B	C	D
1	<b>Name</b>	<b>Type 1</b>	<b>Speed</b>	
2	Bulbasaur	Grass	45	
3	Ivysaur	Grass	60	
4	Venusaur	Grass	80	
5	Charmander	Fire	65	
6	Charmeleon	Fire	80	
7	Charizard	Fire	100	
8	Squirtle	Water	43	
9	Wartortle	Water	58	
10	Blastoise	Water	78	
11				

**Note:** Google Sheets can customize the color and behaviour of color scale conditional formatting.

## Clear Formatting

Conditional Formatting can be removed by selecting the range of cells you want to remove the conditional formatting from and selecting the **Clear formatting** option from the **Format** menu:



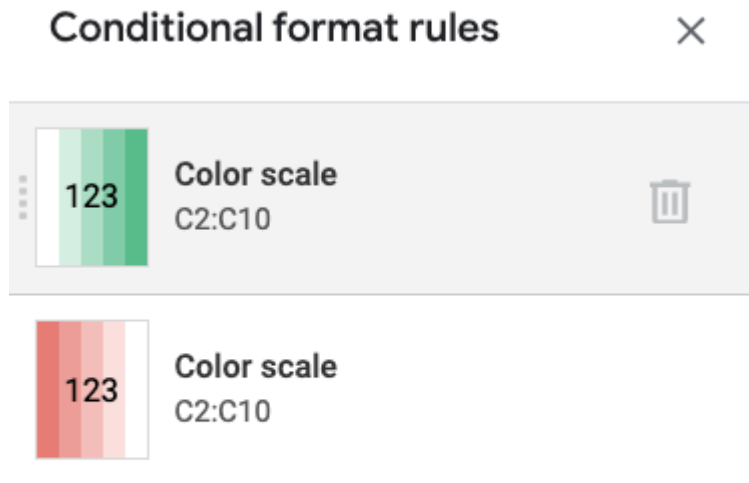
**Note:** You can read more about removing formatting in the Clear Format chapter.

Rules can also be removed in the right-hand side Conditional format rules menu.

## Manage Formatting

Conditional Formatting can be managed in the right-hand menu.

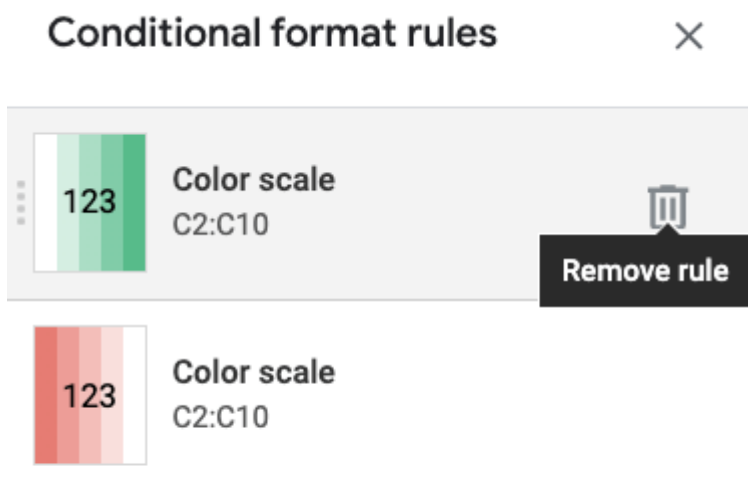
The menu is accessed by selecting the range of cells that already have conditional format rules and selecting **Conditional format** from the **Format** menu.



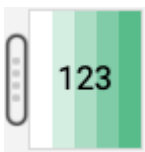
From this menu you can **add extra rules**:

+ Add another rule

You can **remove** rules by clicking the recycling bin icon:



Click the four vertical dots on the left of a rule and drag up or down to **rearrange** the rules:



**Note:** The rule at the top of the list is the one that will be applied.

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