

How can I apply conditional formatting to highlight dates within a 90-day period in Excel?

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June 25, 2024

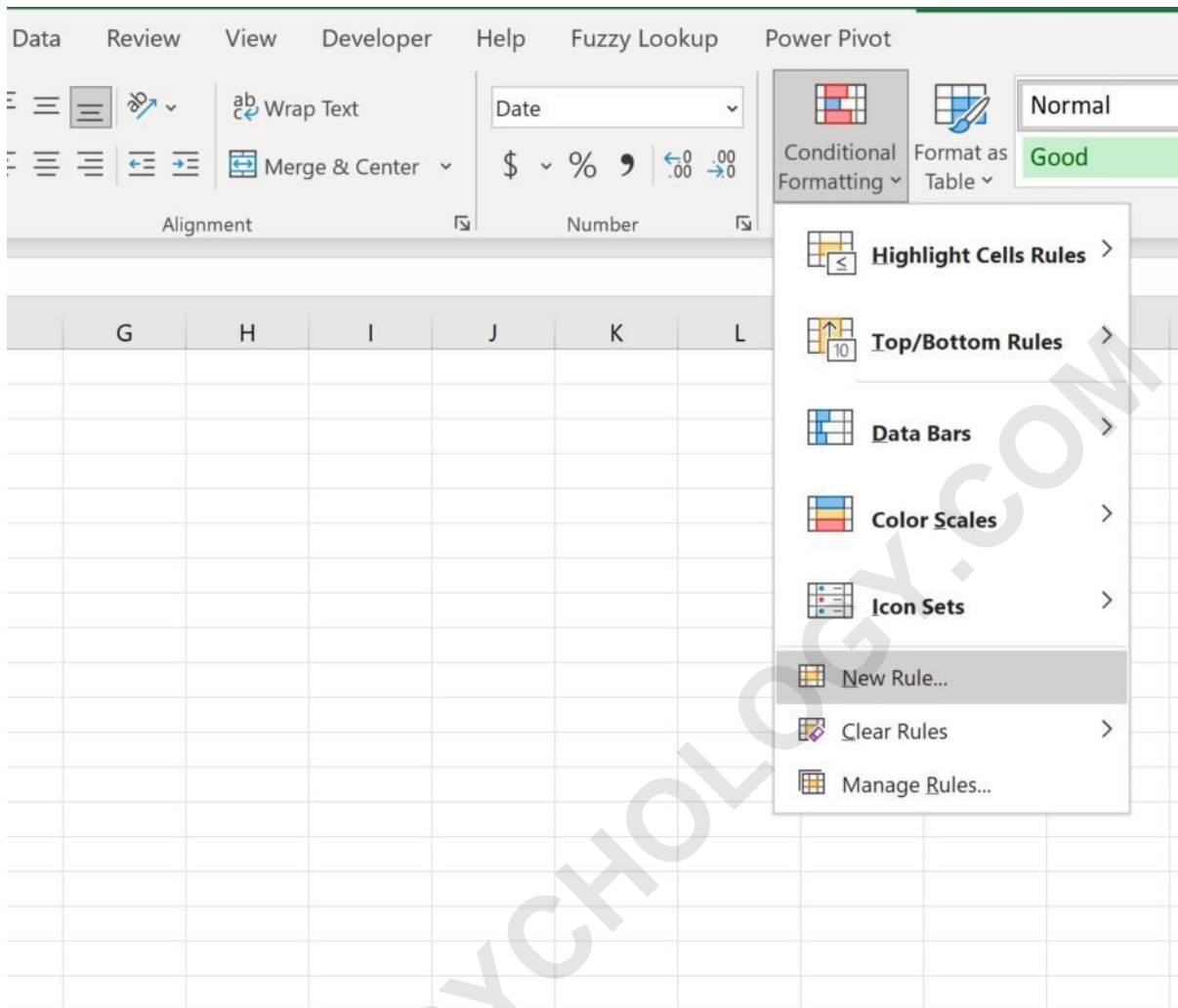
RECOMMENDED CITATION

stats writer (2024). *How can I apply conditional formatting to highlight dates within a 90-day period in Excel?*. PSYCHOLOGICAL SCALES. Retrieved from <https://scales.arabpsychology.com/?p=152151>

Conditional formatting is a useful feature in Excel that allows users to automatically highlight cells based on certain conditions. This can be particularly helpful when working with dates, as it allows for easy identification of specific time frames. To highlight dates within a 90-day period in Excel, one can apply conditional formatting by first selecting the range of dates to be formatted. Then, using the "Conditional Formatting" option in the Home tab, the user can set a rule that highlights dates within a specified time frame, such as within the next 90 days. This will automatically apply a color or formatting to all cells within the selected range that meet the specified condition, making it easier to identify and track important dates within a 90-day period.

Excel: Apply Conditional Formatting to Dates within 90 Days

To apply conditional formatting to cells that have a date within 90 days of 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 within 90 Days

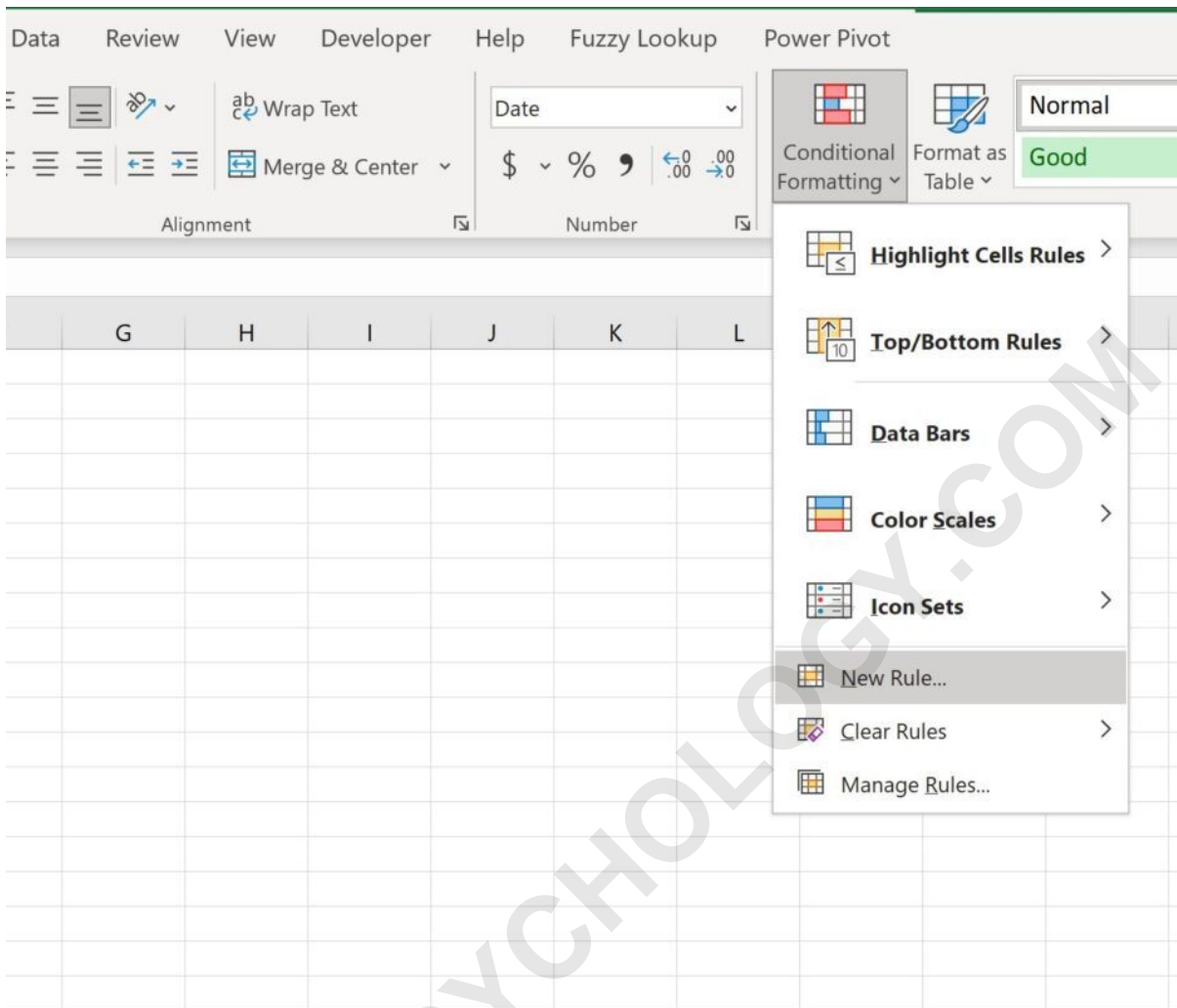
Suppose we have the following dataset in Excel that shows the date that various people applied for some position:

| | A | B | C | D | E | F |
|----|-------------|-------------------------|---|---|---|---|
| 1 | Name | Application Date | | | | |
| 2 | Andy | 1/1/2023 | | | | |
| 3 | Bob | 12/14/2022 | | | | |
| 4 | Chad | 10/1/2022 | | | | |
| 5 | Derrick | 10/14/2022 | | | | |
| 6 | Erin | 6/1/2022 | | | | |
| 7 | Frank | 7/15/2022 | | | | |
| 8 | Greta | 7/28/2022 | | | | |
| 9 | Harry | 1/14/2023 | | | | |
| 10 | Isaac | 1/10/2023 | | | | |
| 11 | John | 4/15/2021 | | | | |
| 12 | | | | | | |
| 13 | | | | | | |
| 14 | | | | | | |
| 15 | | | | | | |
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| 19 | | | | | | |

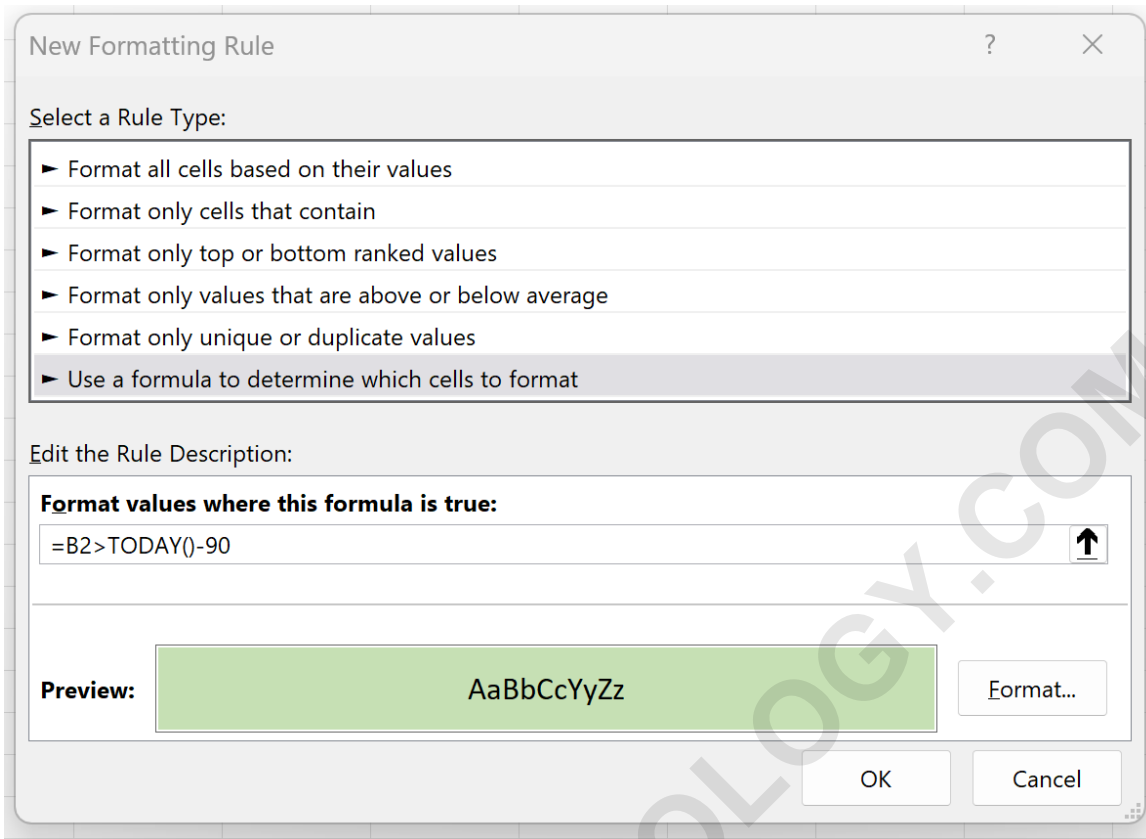
This article is being written on 1/16/2023.

Suppose we would like to apply conditional formatting to any date that is within 90 days of today.

To do so, we can highlight the cells in the range B2:B11, 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()-90` in the box, then click the Format button and choose a fill color to use.



Once we press OK, all of the cells in the range B2:B11 that have a date within 90 days of 1/16/2023 will be highlighted:

| | A | B | C | D | E |
|----|-------------|-------------------------|---|---|---|
| 1 | Name | Application Date | | | |
| 2 | Andy | 1/1/2023 | | | |
| 3 | Bob | 12/14/2022 | | | |
| 4 | Chad | 10/1/2022 | | | |
| 5 | Derrick | 10/14/2022 | | | |
| 6 | Erin | 6/1/2022 | | | |
| 7 | Frank | 7/15/2022 | | | |
| 8 | Greta | 7/28/2022 | | | |
| 9 | Harry | 1/14/2023 | | | |
| 10 | Isaac | 1/10/2023 | | | |
| 11 | John | 4/15/2021 | | | |
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If you would like to change the formula to highlight cells within a different number of days of the current, simply change the last number in the formula in the formatting rule box.

For example, you could type `=B2>TODAY()-30` in the conditional formatting rule box to instead highlight cells that have a date within 30 days of the current date.

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:

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