

How can I apply conditional formatting to highlight overdue dates in Excel?

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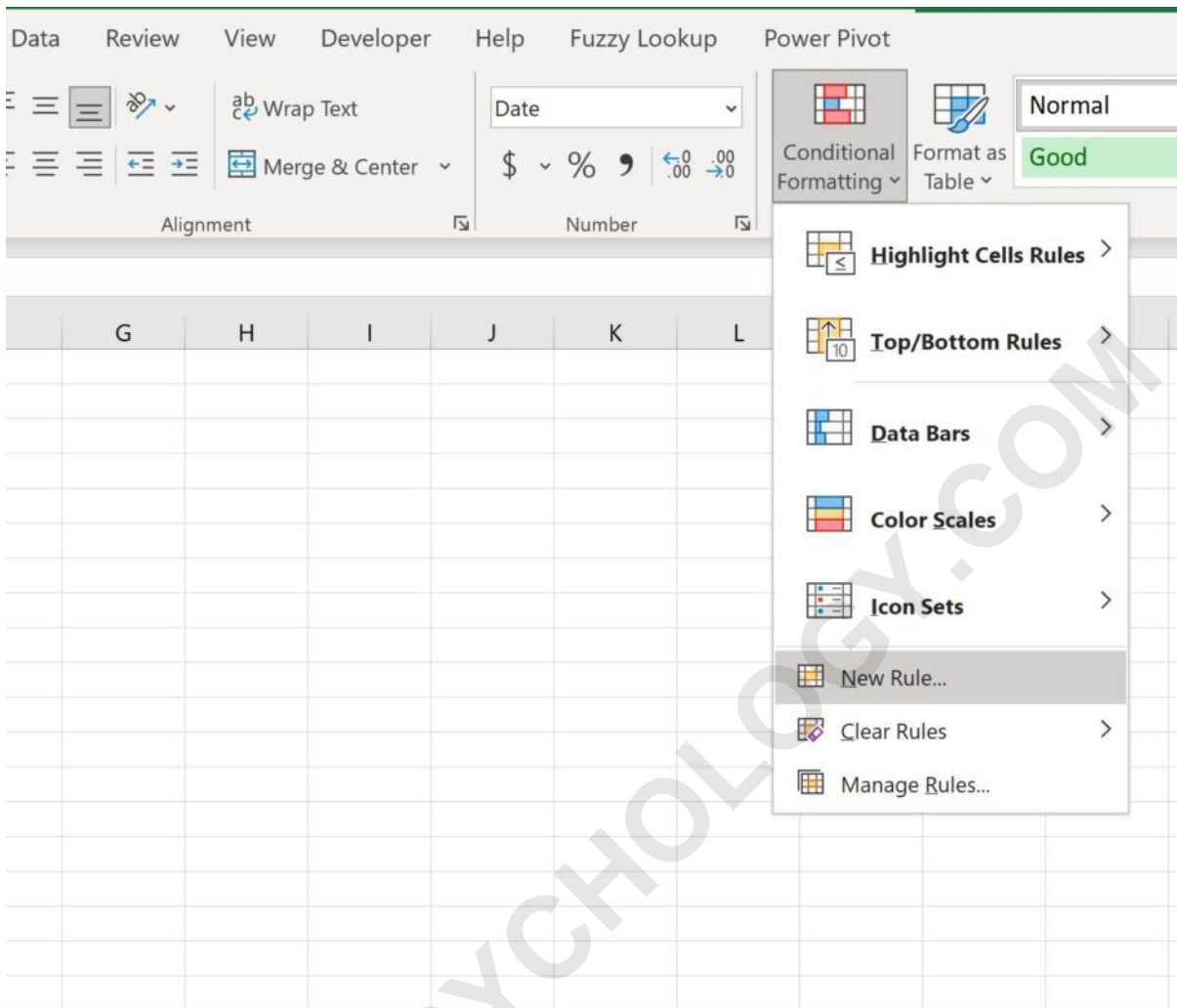
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Conditional formatting is a feature in Microsoft Excel that allows users to automatically apply formatting to cells based on specific criteria. This feature can be used to highlight overdue dates in Excel by setting a rule that identifies and formats cells with dates that have passed their due dates. This can be achieved by selecting the cells, navigating to the conditional formatting option, and choosing the desired formatting style. This will help users easily identify and manage overdue dates in their Excel spreadsheets.

Excel: Apply Conditional Formatting to Overdue Dates

To apply conditional formatting to cells that have an overdue 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 Overdue Dates in Excel

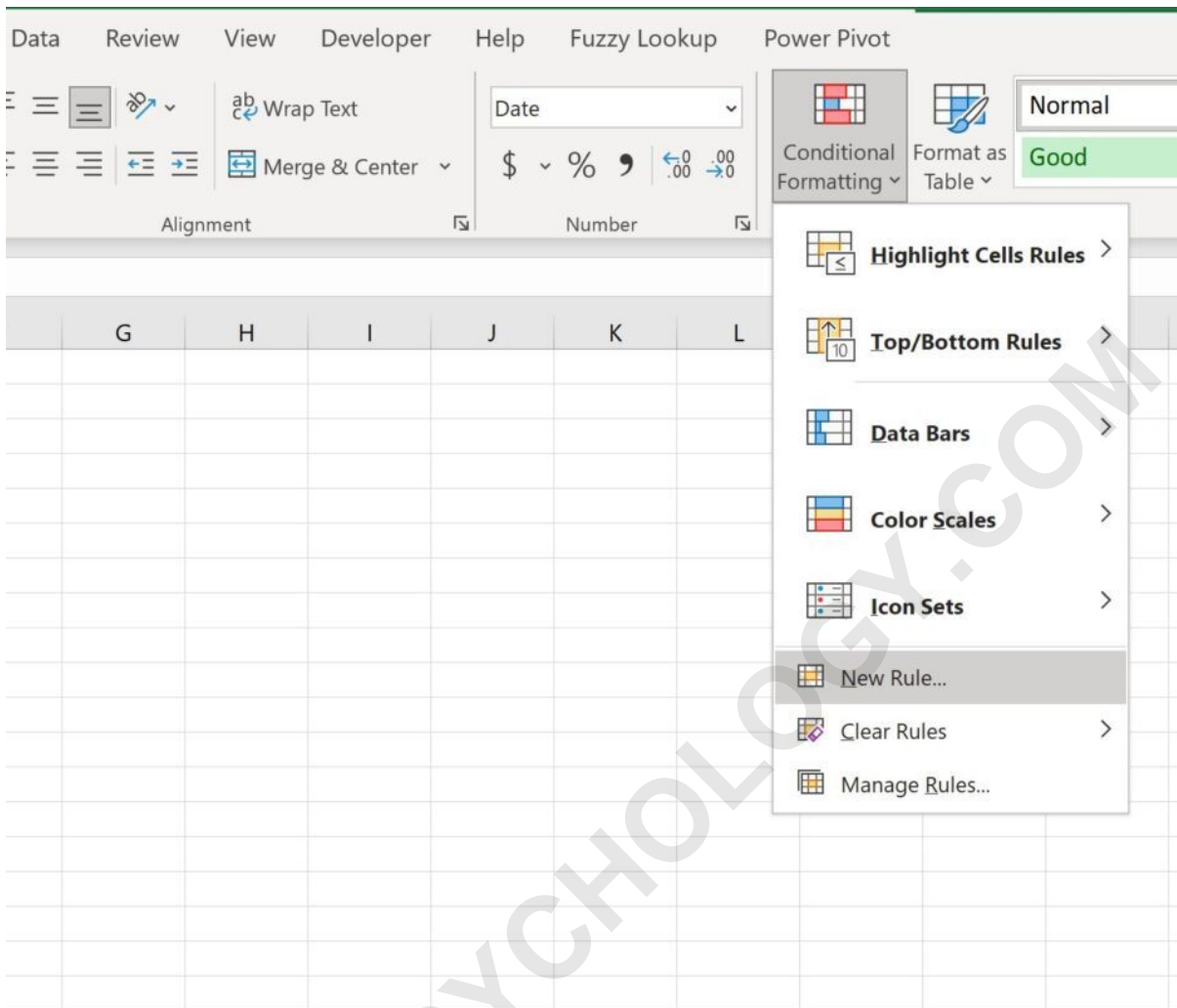
Suppose we have the following dataset in Excel that shows the due dates for various tasks at some company:

	A	B	C	D	E	F
1	Task	Due Date				
2	A	1/12/2023				
3	B	1/15/2023				
4	C	1/16/2023				
5	D	1/20/2023				
6	E	2/14/2023				
7	F	4/18/2023				
8	G	1/1/2023				
9	H	2/5/2023				
10	I	1/3/2023				
11	J	6/1/2023				
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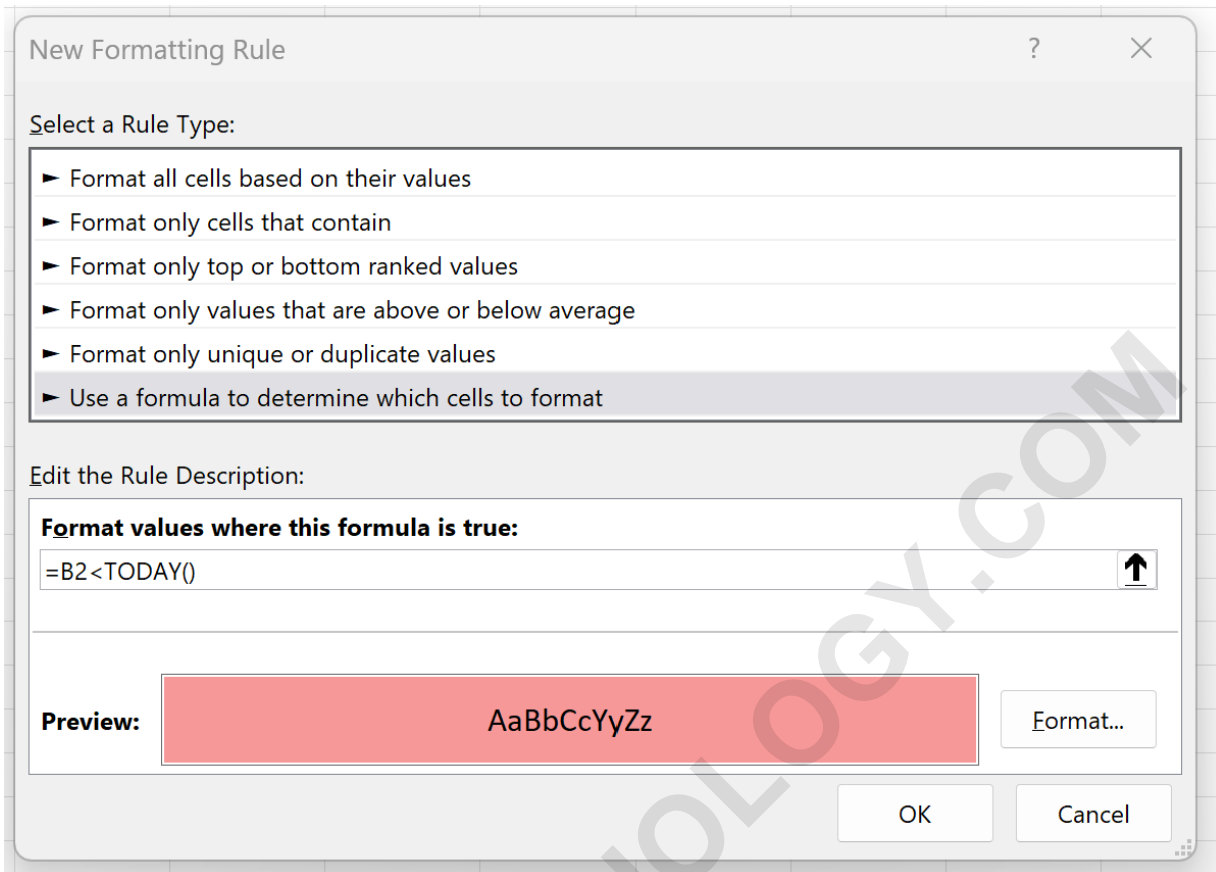
This article is being written on 1/16/2023.

Suppose we would like to apply conditional formatting to any date before today, e.g. 1/16/2023, since this is considered overdue.

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() 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 before 1/16/2023 will be highlighted:

	A	B	C	D	E	F
1	Task	Due Date				
2	A	1/12/2023				
3	B	1/15/2023				
4	C	1/16/2023				
5	D	1/20/2023				
6	E	2/14/2023				
7	F	4/18/2023				
8	G	1/1/2023				
9	H	2/5/2023				
10	I	1/3/2023				
11	J	6/1/2023				
12						
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Note that the cell with a date equal to 1/16/2023 is not highlighted since it is not *before* the current date.

If you would like to consider the current date as overdue, simply type `=B2<=TODAY()` in the formatting rule box instead.

Note: We chose to use a light red 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:

Excel: Apply Conditional Formatting if Cell Contains Text

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