

# How can I use conditional formatting in Excel?

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## RECOMMENDED CITATION

stats writer (2024). *How can I use conditional formatting in Excel?*. PSYCHOLOGICAL SCALES. Retrieved from <https://scales.arabpsychology.com/?p=157473>

Conditional formatting in Excel is a powerful tool that allows users to format cells based on specific conditions or criteria. It allows you to highlight important data, identify trends, and easily spot errors in your spreadsheet. To use conditional formatting, you simply need to select the cells you want to format, define the condition or criteria, and choose the formatting style. This feature can be used for a variety of purposes, such as creating data bars, color scales, and icon sets, making it easier to analyze and interpret your data. Overall, conditional formatting helps to improve the visual representation of your data and make your Excel sheets more organized and efficient.

## Excel Conditional Formatting

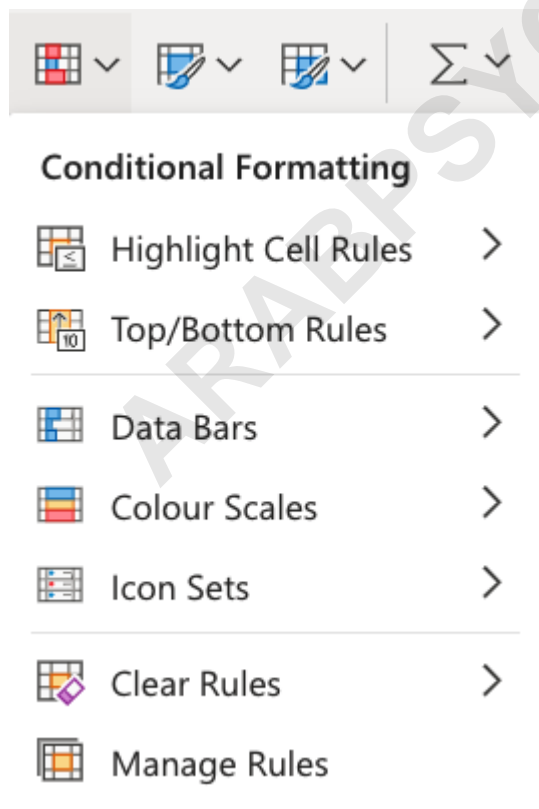
### Conditional Formatting

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 or matching text.

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

The browser version of Excel provides a number of built-in conditions and appearances:



**Note:** The web browser version of Excel only offers a selection of built-in conditional formatting options.

The Excel application has the option of creating fully customized conditional formatting rules.

## Conditional Formatting Example

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

	A	B	C	D
1	Name	Type 1	Speed	
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				

**Note:** Excel has several different color scales to pick from.

## Color Scale Formatting Example

Highlight the Speed values of each Pokemon with **Color scale** conditional formatting.

	A	B	C	D
1	Name	Type 1	Speed	
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				

Conditional formatting, step by step:

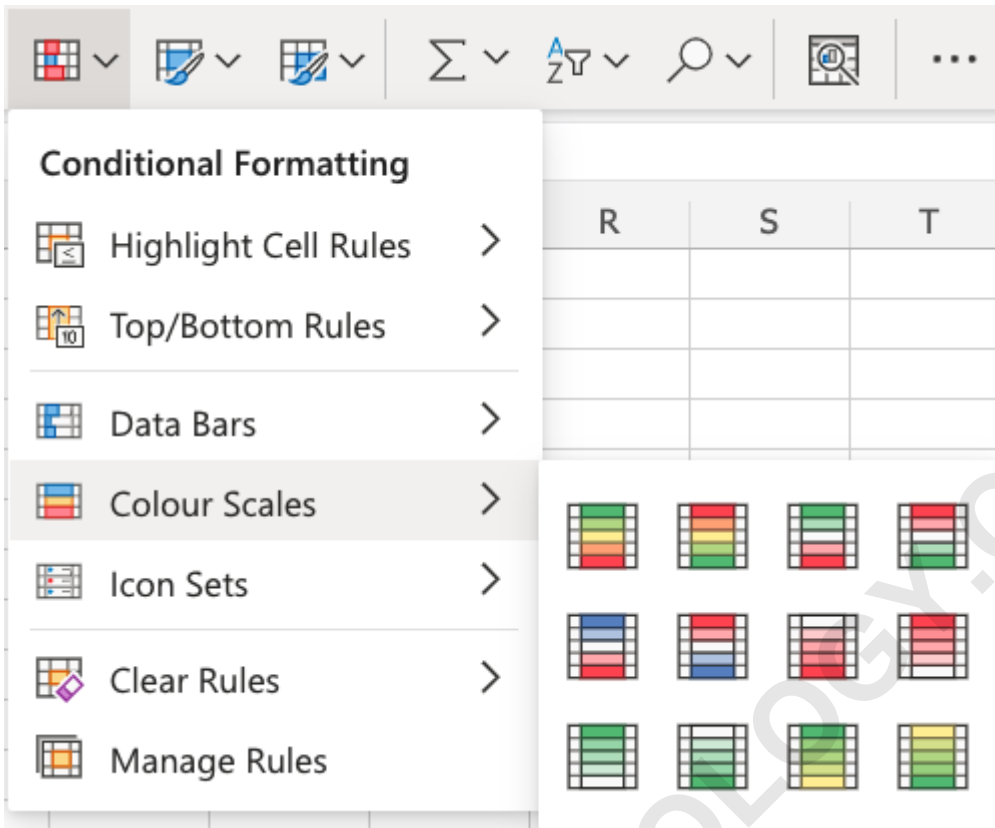
Select the range of Speed values `C2:C9`

	A	B	C	D
1	Name	Type 1	Speed	
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				



Click on the Conditional Formatting icon in the ribbon, from the **Home** menu. Select **Color Scales** from the drop-down menu.

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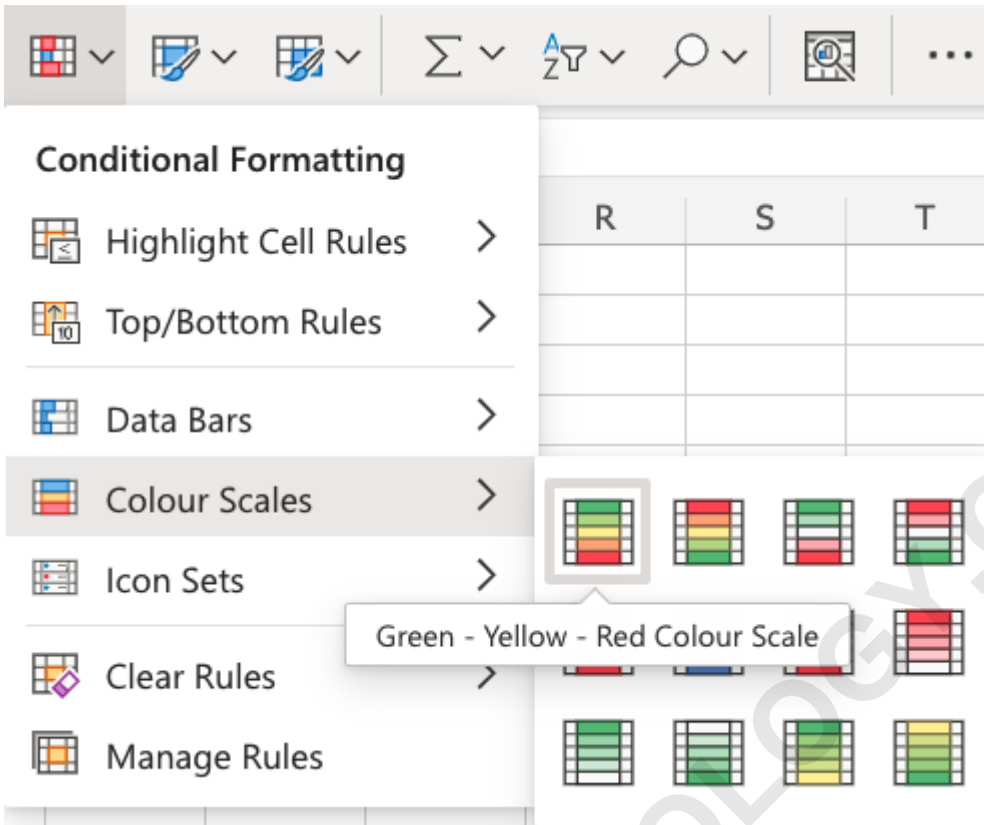


There are 12 Color Scale options with different color variations.



The color on the top of the icon will apply to the highest values.

Click on the "Green - Yellow - Red Colour Scale" icon



Now, the Speed value cells will have a colored background highlighting:

	A	B	C	D
1	Name	Type 1	Speed	
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				

Dark green is used for the highest values, and dark red for the lowest values.

Charizard has the highest Speed value (100) and Squirtle has the lowest Speed value (43).

All the cells in the range gradually change color from green, yellow, orange, then red.

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