

# How do I apply conditional formatting to highlight overdue dates in Google Sheets?

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## RECOMMENDED CITATION

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Conditional formatting is a feature in Google Sheets that enables users to automatically format cells based on certain criteria. This can be particularly useful when managing dates, such as highlighting overdue dates. To apply conditional formatting in Google Sheets and highlight overdue dates, users can use the "Custom formula is" option and input a formula to compare the date in a cell to the current date. If the date is in the past, the cell will be formatted according to the chosen style. This allows for easy identification of overdue dates and helps users stay organized and on top of important deadlines.

## **Google Sheets: Apply Conditional Formatting to Overdue Dates**

**You can use the custom formula function in Google Sheets to apply conditional formatting to cells that are not equal to a specific value.**

**The following example shows how to use the custom formula function in practice.**

### **Example: Apply Conditional Formatting to Overdue Dates in Google Sheets**

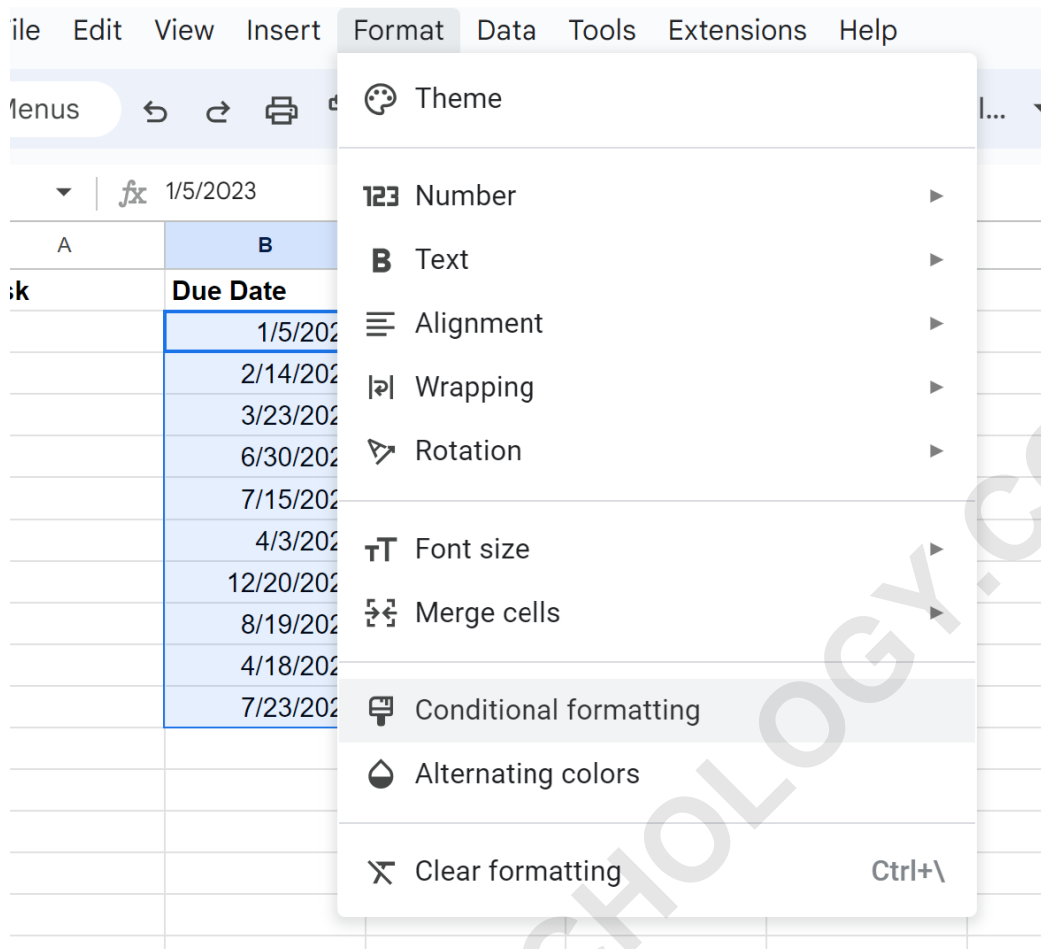
**Suppose we have the following dataset in Google Sheets that shows the due dates for various tasks at some company:**

	A	B	C	D	
1	<b>Task</b>	<b>Due Date</b>			
2	A	1/5/2023			
3	B	2/14/2023			
4	C	3/23/2023			
5	D	6/30/2023			
6	E	7/15/2023			
7	F	4/3/2023			
8	G	12/20/2023			
9	H	8/19/2023			
10	I	4/18/2023			
11	J	7/23/2023			
12					
13					
14					
15					
16					

**This article is being written on 6/27/2023.**

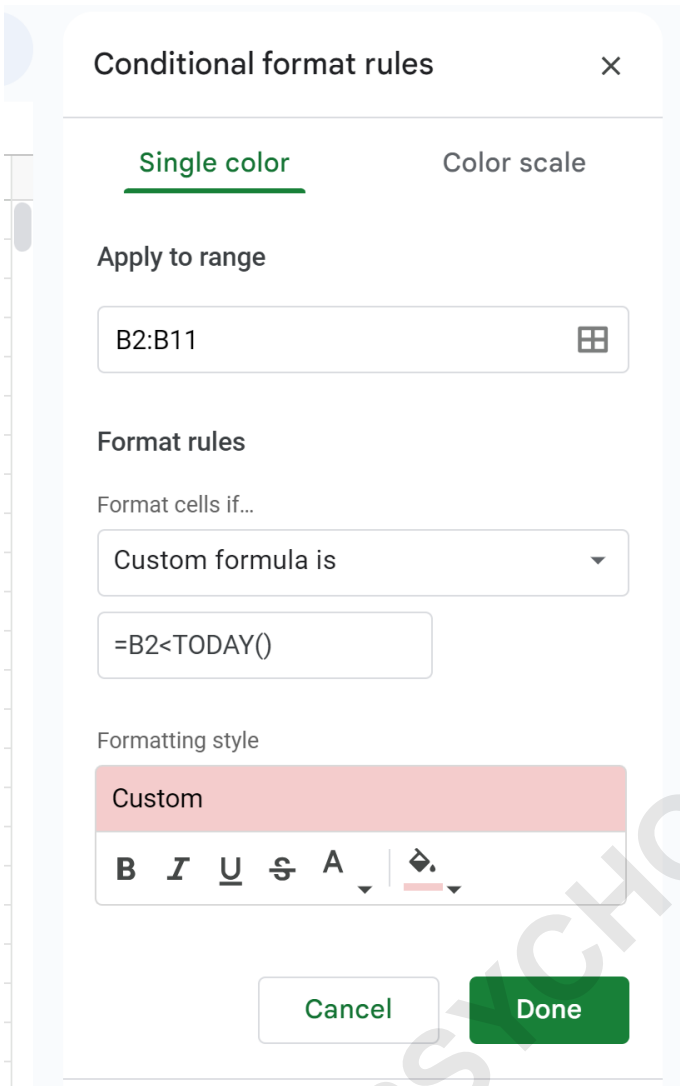
**Suppose we would like to apply conditional formatting to any date before today, e.g. 6/27/2023, since this is considered overdue.**

**To do so, we can highlight the cells in the range B2:B11, then click the Format tab, then click Conditional formatting:**



In the Conditional format rules panel that appears on the right side of the screen, click the Format cells if dropdown, then choose Custom formula is, then type in the following formula:

**=B2<TODAY()**



**Under the Formatting Style section, click the paint can icon and choose a fill color.**

**Once you click Done, each of the cells in the range B2:B11 that have a date before 6/27/2023 will be highlighted:**

	A	B	C	D
1	<b>Task</b>	<b>Due Date</b>		
2	A	1/5/2023		
3	B	2/14/2023		
4	C	3/23/2023		
5	D	6/30/2023		
6	E	7/15/2023		
7	F	4/3/2023		
8	G	12/20/2023		
9	H	8/19/2023		
10	I	4/18/2023		
11	J	7/23/2023		
12				
13				
14				
15				
16				
17				

Each of the cells filled with a light red color represent a date that is overdue.

**Note:** We chose to use a light red fill color, you change the conditional formatting to appear however you'd like by changing the settings in the Formatting style box.

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