

How do I format a single color in Google Sheets?

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RECOMMENDED CITATION

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To format a single color in Google Sheets, first select the cell or range of cells that you want to format. Then, click on the "Format" menu and choose "Number" or "Text" depending on the type of data in the cell. From there, select "More formats" and choose the color you want from the color options or input a custom color code. You can also adjust the font, font size, and other formatting options in the same menu. Once you are satisfied with the formatting, click "Apply" to save the changes. This will format the selected cells with the chosen color.

Google Sheets Single Color Formatting

Single Color Formatting

Single Color is a premade type of conditional formatting in Google Sheets used to apply a customizable formatting option to all the cells that match a **condition**.

Here is the Single Color part of the conditional format rules menu:

Conditional format rules ×

Single color Color scale

Apply to range

C2:C10 ⊞

Format rules

Format cells if...

Is not empty ▾

Formatting style

Default

B *I* U ~~S~~ A ▾ ↕ ▾

Cancel Done

You can access the menu by selecting the **Conditional formatting** option in the **Format** menu.

Single Color Options

From the conditional format rules menu you can choose:

Which cells the conditional formatting applies to Which format rule is used The formatting style

Apply to range

In the **Apply to range** field you can enter the cells and ranges that the Single Color applies to.

You can enter cells and ranges separated by a comma , into the field.

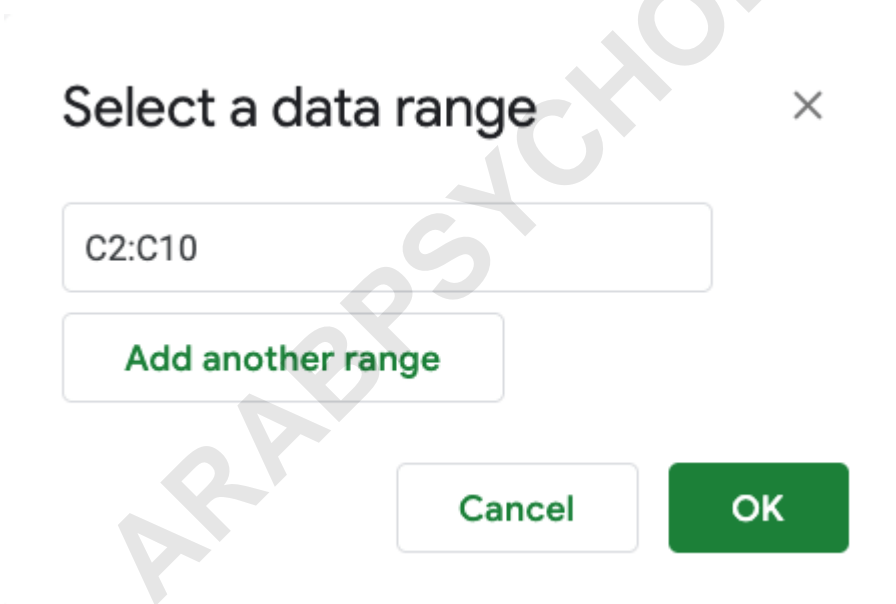
Apply to range

You can also click the icon in the right of the field to select data ranges:



This will open a dialog box where you can add ranges by selection:



Format rules

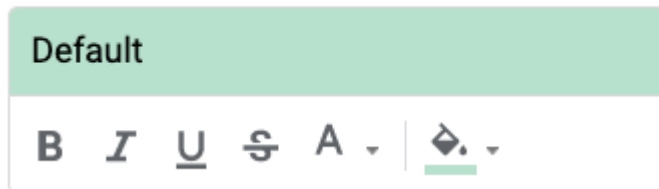
You can choose which rule to apply from the **Format cells if...** drop down menu. There are many options:

Empty or not Empty cells
Text Contains or not Contains
Text Starts or Ends with
Text is Exactly
Calendar Dates
Greater than
Less than
Equal to
Between or not Between
Custom rules

Formatting style

The Single Color formatting lets you customize both the background color and the font of the cells.

Formatting style



See the Format Colors chapter and Format Fonts chapter for detailed guides of how to customize colors and fonts.

Single Color Formatting Example (Text Ends With)

Highlight the Pokemon name values **ending with** `saur` with **Single Color** 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	Blastoise	Water	78	
11				

Conditional formatting, step by step:

Select the range of Name values `A2:A10`

	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	Blastoise	Water	78	
11				

Click on the **Conditional Formatting** option in the **Format** menu

The image shows a Google Sheets spreadsheet with the 'Format' menu open. The spreadsheet has two columns, A and B. Column A contains the names of Pokémon, and column B contains their types. The 'Format' menu is open, showing various options. The 'Conditional formatting' option is highlighted in a light blue color. The menu items are: Theme (with a 'New' badge), Number, Bold (⌘B), Italic (⌘I), Underline (⌘U), Strikethrough (⌘+Shift+X), Font size, Align, Merge cells, Text wrapping, Text rotation, Conditional formatting (highlighted), Alternating colors, and Clear formatting (⌘\).

Name	Type
Bulbasaur	Grass
Ivysaur	Grass
Venusaur	Grass
Charmander	Fire
Charmeleon	Fire
Charizard	Fire
Squirtle	Water
Wartortle	Water
Blastoise	Water

The Conditional Formatting menu will appear in the right-hand side of the spreadsheet:

Conditional format rules ×

Single color Color scale

Apply to range

C2:C10 ⊞

Format rules

Format cells if...

Is not empty ▾

Formatting style

Default

B *I* U ~~S~~ A ▾ ▾

Cancel Done

Select the **Text ends with** option from the **Format rules** drop-down menu:

Format rules


- Is empty
- Is not empty
- Text contains
- Text does not contain
- Text starts with
- Text ends with
- Text is exactly

Type `saur` in the input field:

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Single color Color scale

Apply to range

A2:A10 

Format rules



Format cells if...

Text ends with 

saur

Formatting style

Default

B *I* U ~~S~~ A  

Cancel **Done**

Now, the Name value cells will have a colored background highlighting if the name ends with "saur":

	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	Blastoise	Water	78	
11				

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