

How to apply conditional formatting in Excel based on a specific date?

Authored by
stats writer

June 26, 2024

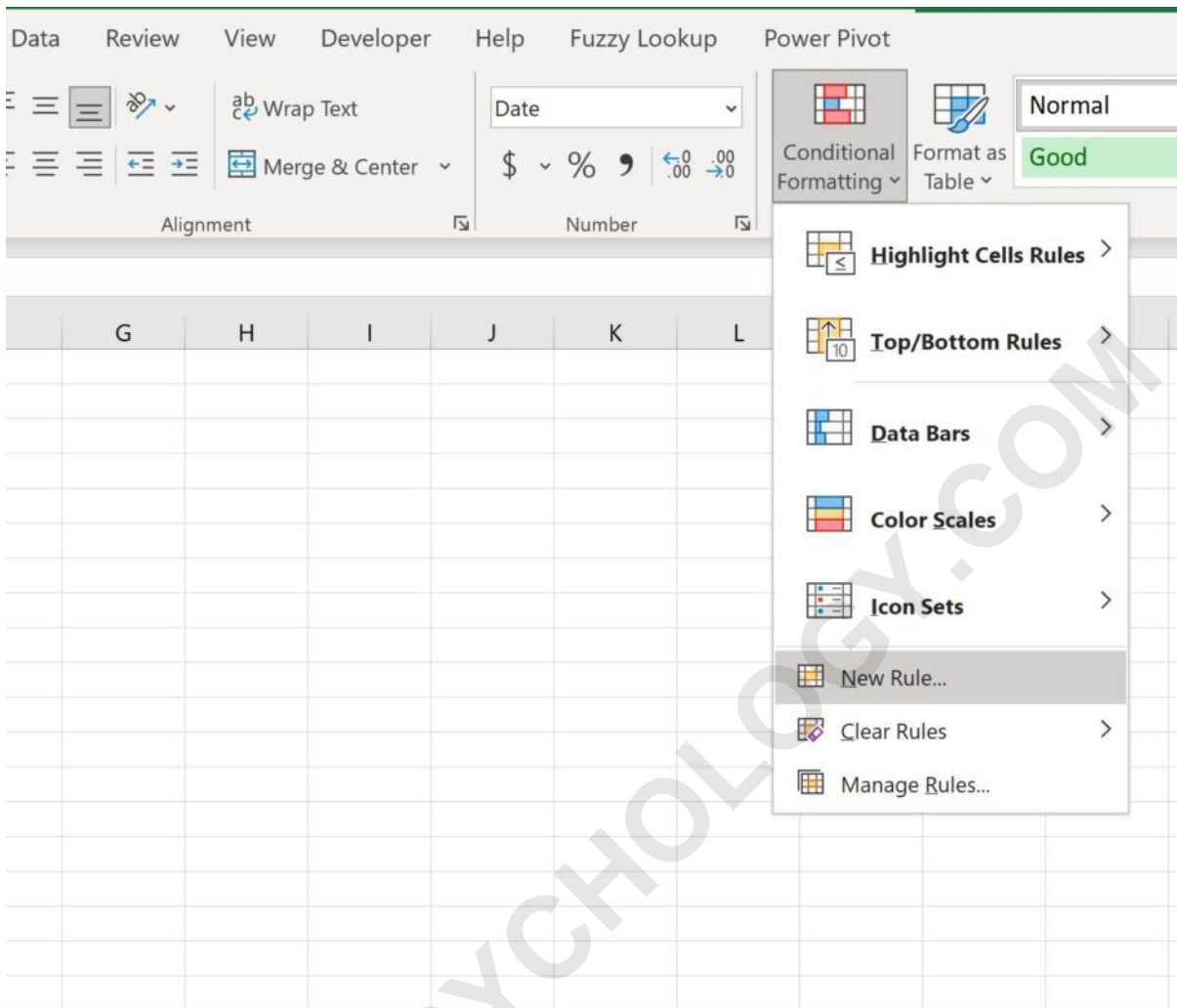
RECOMMENDED CITATION

stats writer (2024). *How to apply conditional formatting in Excel based on a specific date?*. PSYCHOLOGICAL SCALES. Retrieved from <https://scales.arabpsychology.com/?p=153450>

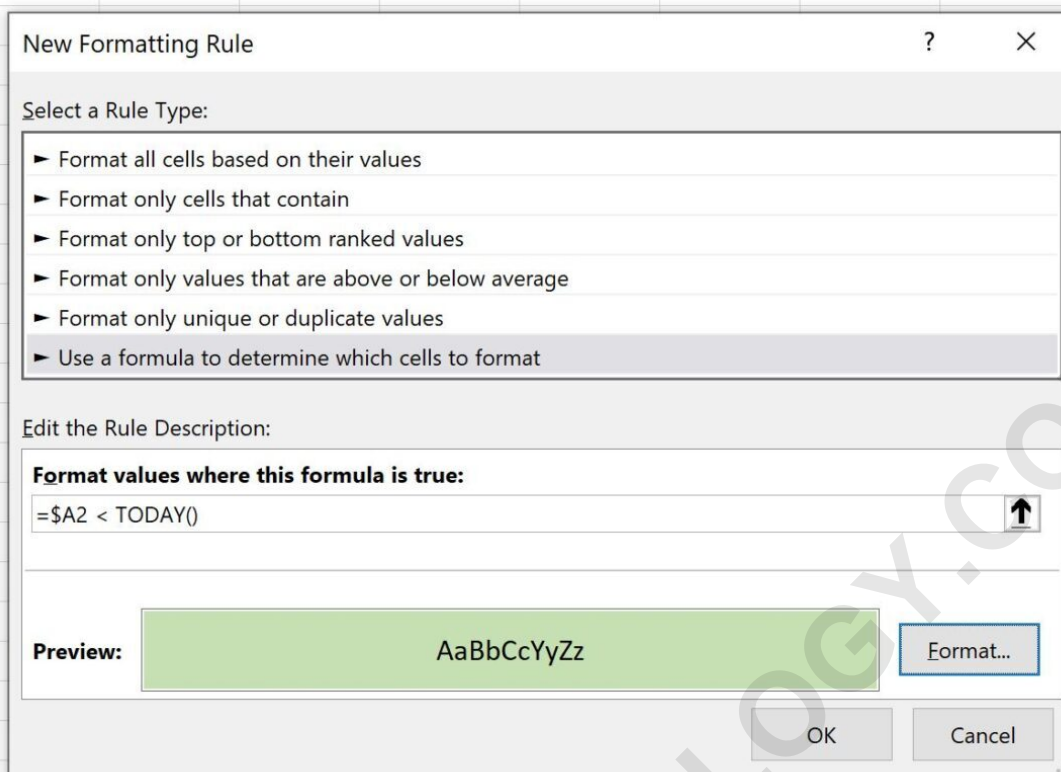
Conditional formatting in Excel allows users to visually highlight and organize data based on specified criteria. One useful application of this tool is applying conditional formatting based on a specific date. This can be achieved by selecting the desired cells, navigating to the Home" tab, and selecting "Conditional Formatting." From there, choose "Highlight Cells Rules" and then "Date Occurring." Next, select the desired date from the drop-down menu and choose the formatting style. This will automatically apply the chosen formatting to any cells that contain the specified date. This feature is particularly useful for tracking deadlines, events, or other time-sensitive data in a visually appealing and organized manner.

Excel: Apply Conditional Formatting Based on Date

To apply conditional formatting to cells in Excel based on date values, you can use the New Rule option under the Conditional Formatting dropdown menu within the Home tab.



You can then choose the option called Use a formula to determine which cells to format and type a custom formula in the box:

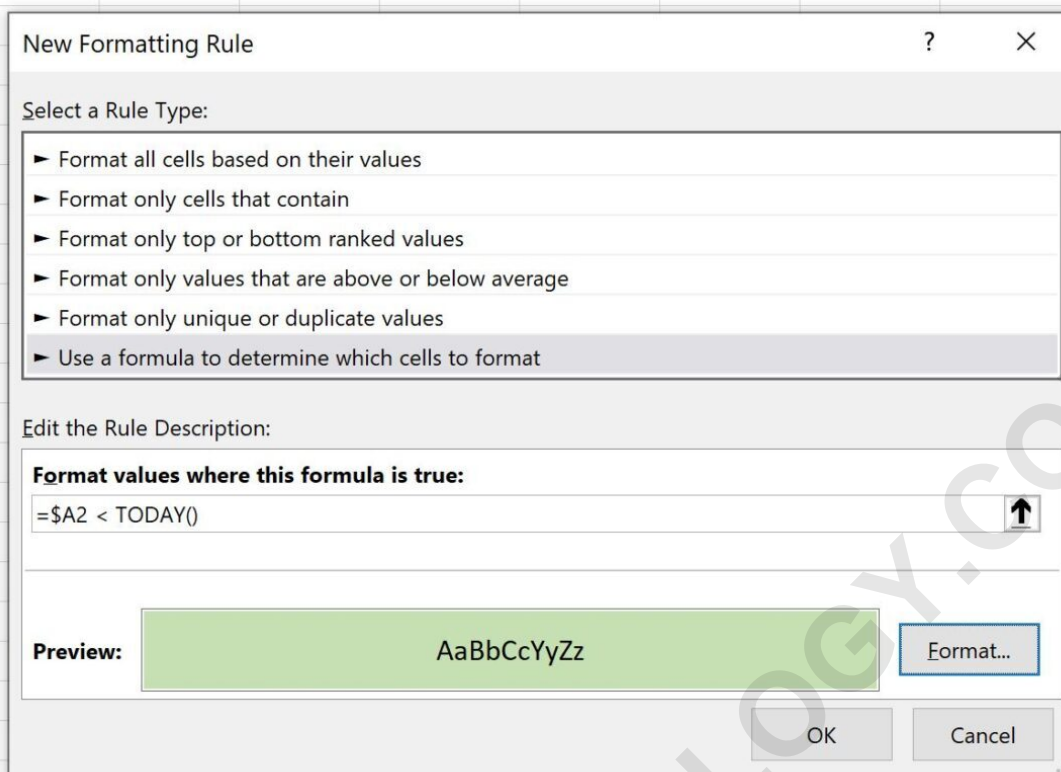


The following examples show how to use various formulas to highlight cells in the range A2:A10 in Excel that contain the following date values:

	A	B	C	D	E	F
1	Date					
2	1/3/2022					
3	1/15/2022					
4	4/15/2022					
5	6/25/2022					
6	6/27/2022					
7	8/1/2022					
8	10/16/2022					
9	12/14/2022					
10	12/28/2022					
11						
12						
13						
14						
15						
16						
17						
18						
19						

Example 1: Highlight Cells Based on Their Date Compared to Today

This article was written on 11/2/2022. Thus, we can use the following formula to highlight all cells in the range A2:A10 that have a date before today:



Once we press OK, all cells that have a date before 11/2/2022 will be highlighted:

	A	B	C	D	E	F
1	Date					
2	1/3/2022					
3	1/15/2022					
4	4/15/2022					
5	6/25/2022					
6	6/27/2022					
7	8/1/2022					
8	10/16/2022					
9	12/14/2022					
10	12/28/2022					
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						

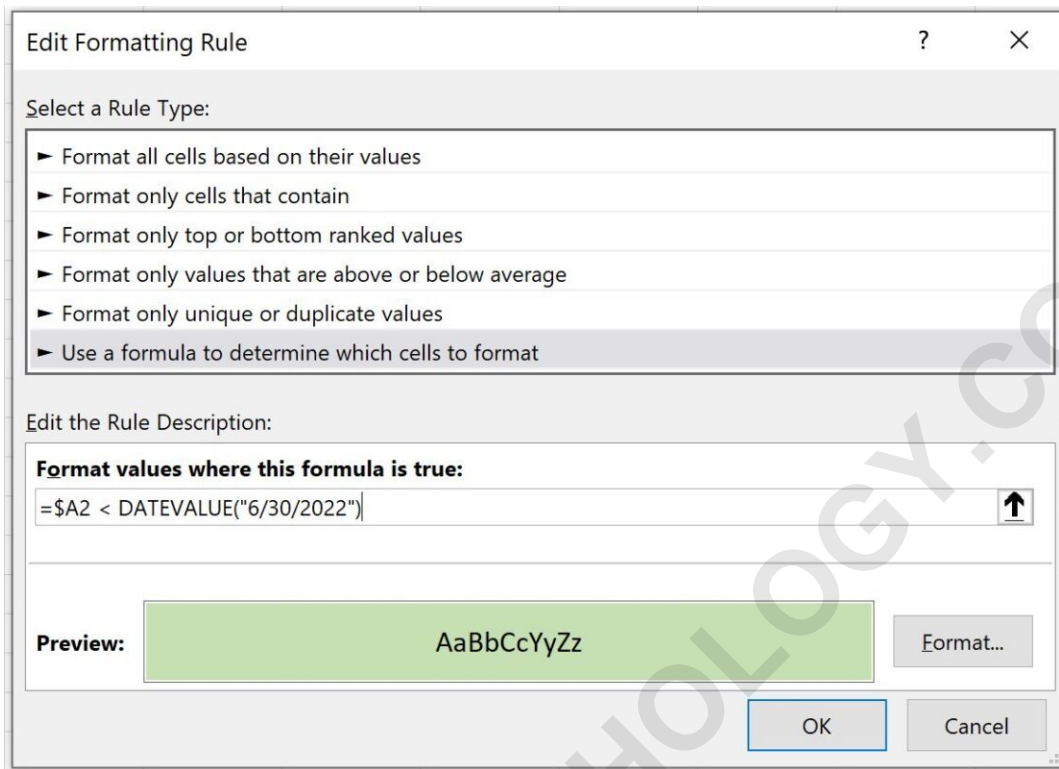
Note that you can use the following formulas to highlight cells that are equal to or greater than today:

Highlight cells with a date equal to today: `=A2 = TODAY()`
Highlight cells with a date after today: `=A2 > TODAY()`

Example 2: Highlight Cells Based on Their Date Compared to Specific Date

We can use the following formula to highlight all cells in

the range A2:A10 that have a date before 6/30/2022:



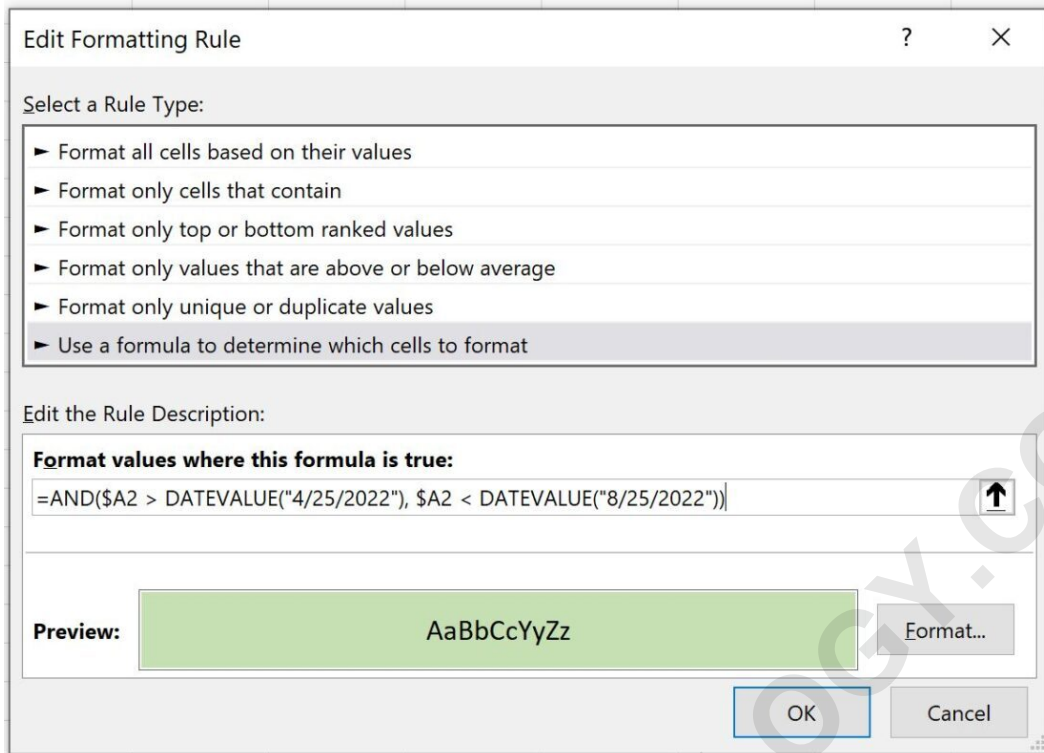
Once we press OK, all cells that have a date before 6/30/2022 will be highlighted:

	A	B	C	D	E	F
1	Date					
2	1/3/2022					
3	1/15/2022					
4	4/15/2022					
5	6/25/2022					
6	6/27/2022					
7	8/1/2022					
8	10/16/2022					
9	12/14/2022					
10	12/28/2022					
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						

Note: If your specific date is stored in a cell, such as cell D2, then you can instead use the following formula: **= \$A2 < D\$2.**

Example 3: Highlight Cells Based on Date Range

We can use the following formula to highlight all cells in the range A2:A10 that have a date between 4/25/2022 and 8/25/2022:



Once we press OK, all cells that have a date between this date range will be highlighted:

	A	B	C	D	E	F
1	Date					
2	1/3/2022					
3	1/15/2022					
4	4/15/2022					
5	6/25/2022					
6	6/27/2022					
7	8/1/2022					
8	10/16/2022					
9	12/14/2022					
10	12/28/2022					
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						

Notice that only the cells with a date between 4/25/2022 and 8/25/2022 are highlighted.

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

[Excel: Apply Conditional Formatting if Cell Contains Text](#)