

# What are the steps to manage rules in Excel?

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## RECOMMENDED CITATION

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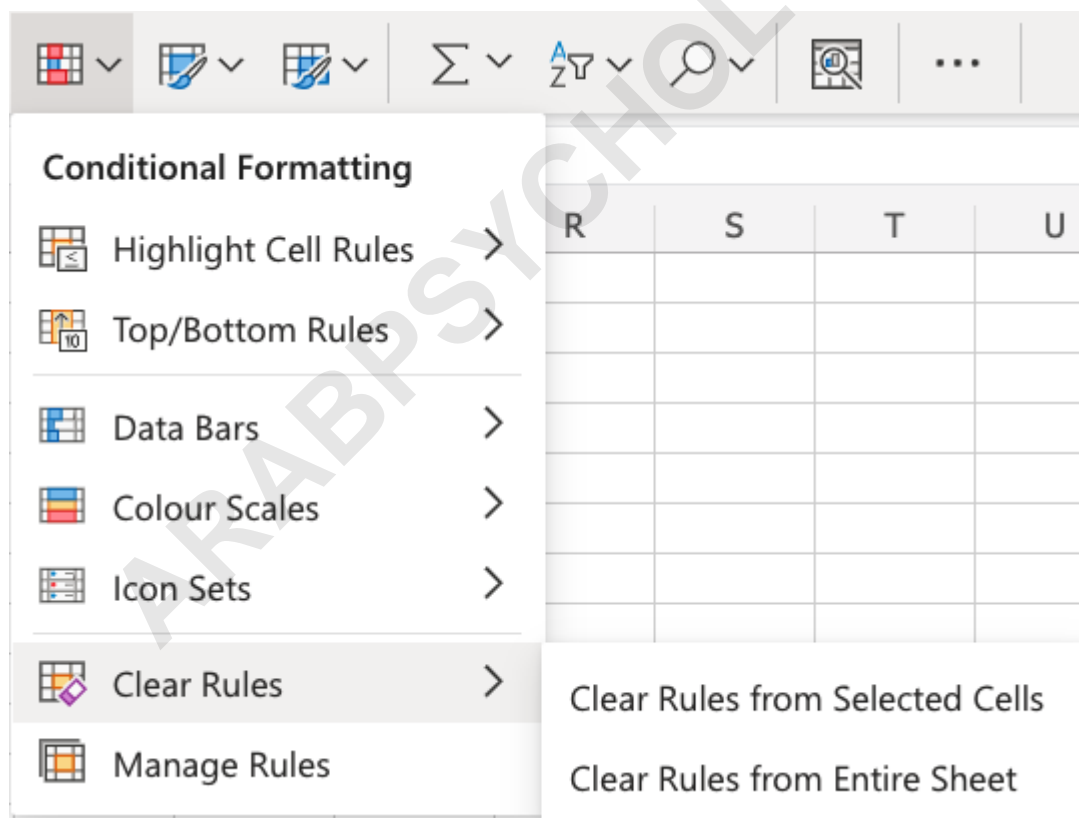
Managing rules in Excel involves a series of steps that enable the user to set up and maintain a set of predefined conditions that dictate how data is formatted and displayed in a spreadsheet. These rules can be used to highlight specific data, apply conditional formatting, or automatically perform certain actions based on the data entered. The steps to manage rules in Excel include identifying the data range, selecting the appropriate rule type, defining the rule criteria, applying the rule, and managing or modifying existing rules as needed. By following these steps, users can effectively organize and manipulate data in their Excel spreadsheets according to their specific needs.

## Excel Manage Rules

### Excel Manage Rules

Conditional Formatting rules can be managed and removed using the **Clear Rules** and **Manage Rules** features.

Here is the Clear Rules part of the conditional formatting menu:



You can remove all the rules from a **selected range of cells** or from the entire spreadsheet using the **Clear Rules** menu options.

## Conditional Formatting - Manage Rules Example

You can also use the **Manage Rules** menu option to clear conditional formatting rules.

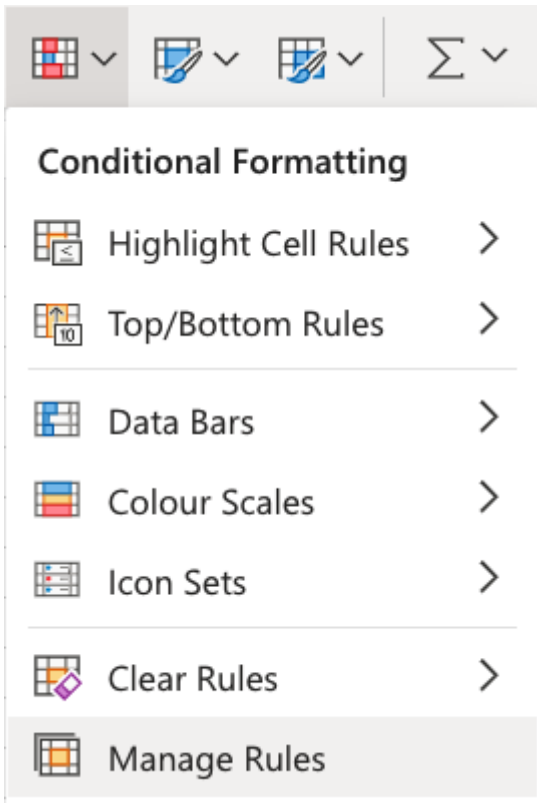
Let's remove the **Color Scale** rule applied to all the Stat values:

	A	B	C	D	E	F	G	H	I
1	Name	Type 1	HP	Attack	Defense	Sp. Atk	Sp. Def	Speed	
2	Magikarp	Water	20	10	55	15	20	80	
3	Gyarados	Water	95	125	79	60	100	81	
4	Lapras	Water	130	85	80	85	95	60	
5	Ditto	Normal	48	48	48	48	48	48	
6	Eevee	Normal	55	55	50	45	65	55	
7	Vaporeon	Water	130	65	60	110	95	65	
8	Ficteon	Eclectic	42	42	42	42	42	42	
9	Jolteon	Electric	65	65	60	110	95	130	
10									

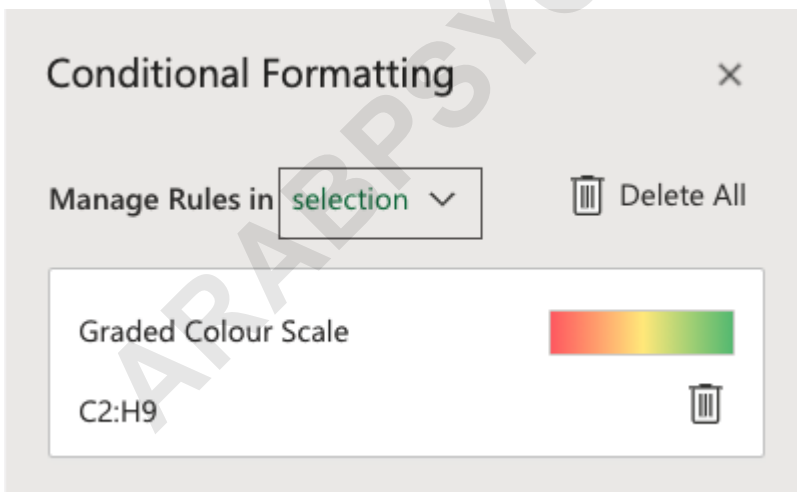
Select the range C2:H9.



Select **Manage Rules** option from the Conditional Formatting menu in the **Home** menu.



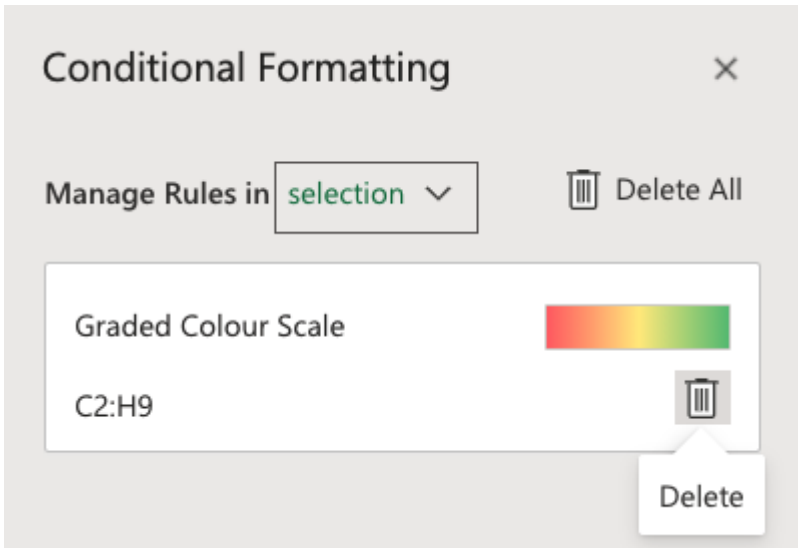
This box will appear on the right-hand side of your spreadsheet:



This will show all the active rules that are applied to the selected range.

It will also indicate which cells the rule is applied to. Which, in this example, is **C2:H9**.

**Note:** In the web browser version of Excel, the only thing that can be managed is removing the rules.



Clicking on the recycling bin icon will remove a particular rule.

	A	B	C	D	E	F	G	H	I
1	Name	Type 1	HP	Attack	Defense	Sp. Atk	Sp. Def	Speed	
2	Magikarp	Water	20	10	55	15	20	80	
3	Gyarados	Water	95	125	79	60	100	81	
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7	Vaporeon	Water	130	65	60	110	95	65	
8	Ficteon	Eclectic	42	42	42	42	42	42	
9	Jolteon	Electric	65	65	60	110	95	130	
10									

Now, the cells no longer have conditional formatting.

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