



Excel: Conditional Formatting and Table Structures





Excel: Conditional Formatting and Table Structures 1.0-hour Zoom Session / 1.5-hour Classroom

Conditional Formatting
Finding Duplicates
Top and Bottom Values
Data Bars4
Color Scales 4
Icon Sets
Custom Rule – Dates past due6
Tables7
Create a Table structure7
Removing the Table structure (Convert to range)8
Adding/Deleting Rows in Tables
Doing Math in Tables9
Protecting Worksheets/Workbooks9
Protect Sheet
Comments
More about Custom Conditional Formatting11
More about Excel Tables12



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Conditional Formatting

Microsoft Excel can format the cells that match a set of rules, criteria. The following exercises show some of these powerful formatting aides. Remember to select the cells you want to format before you set any rules.

Finding Duplicates

- 1. Open Format-Customers.xlsx
- 2. Select Column A (Last)
- 3. On the Home Tab, in the Styles group, choose Conditional Formatting
- 4. Select Highlight Cell Rules, and then Duplicate Values...

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4	Arlington	Arnold	234 SE 45th Road	Gainesville	FL	32597	\$	128	dies /		guai io
5	Brown	Bobbie	234 Peter Pan Terrace	Gainesville	FL	32597	\$	17 Icon Set	c)		Text that Contains
6	Bruce	Butch	3243 SE 4th Terrace	Gainesville	FL	32608	\$	106		ab	ent that contains.
7	Cappers	Cathy	RR 2 Box 659	Waldo	FL	34567	\$	392 📕 New Rule			A Date Occurring
8	Carlson	Carly	1943 NW Main Street	Gainesville	FL	32567	\$	432 📑 Clear Rules			
9	Clark	Carl	9213 Kiwi Road	Gainesville	FL	32667	\$	64 🔚 Manage Ru	les		Duplicate Values
LO	Dawson	Debbie	832 Hook Place	Gainesville	FL	32658	\$	265.00 11/1	5/2017		
11	Edwards	Edgar	5233 NW 232nd Drive	Gainesville	FL	32653	\$	617.00 12/1	0/2016	Mo	re Rules

- 5. In the Duplicate Values Window, leave the light red fill setting and, click OK
- 6. Scroll through the data to see the duplicates
- 7. Joe and John Jinks are different records, but Marge and Marjorie look to be the same.

32658	\$	265.00	11/15	/2017		_		
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Duplicate	e Valu	ies	1	-		L	2	X
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25	Jennings	Jasmine	465 SE 465th Place	Gainesville	FL	32653	\$ 5	22.00	
26	Jinks	Joe	12 South University Ave	Gainesville	FL	32156	\$ 6	26.00	
27	Jinks	John	9324 Zeus Street	Gainesville	FL	32684	5 4	19.00	
28	Johnson	Jack	2903 Endive Ave	Gainesville	FL	32608	\$	17.00	
29	Joiner	Jake	9240 Grapefruit Place	Jacksonville	FL	32268	\$ 7	94.00	
30	Jones	Jill	209 Cantaloupe Way	Gainesville	FL	32597	\$ 3	80.00	
31	Katz	Kerry	PO Box 3346	Starke	FL	32689	\$ 4	09.00	
32	Kent	Kevin	2903 New Potato Drive	Gainesville	FL	32608	\$ 4	15.00	
33	King	Kala	RR 2 box 323	Waldo	FL	34567	\$	52.00	1
34	Knight	Katrina	9204 Avocado Ave	Gainesville	FL	32667	\$ 1	05.00	
35	Kreck	Kasper	PO Box 3672	Gainesville	FL	32689	\$ 4	67.00	1
36	Lamas	Larry	9405 Date Terrace	Gainesville	FL	32684	\$	64.00	1
37	Lee	Leslie	2930 Apricot Street	Jacksonville	FL	32608	\$	52.00	
38	Li	Lana	23 Iceberg Drive	Gainesville	FL	32597	\$ 1	57.00	
39	Livingston	Leonord	789 North University Ave	Waldo	FL	32658	\$ 2	32.00	
40	Lowe	Lillian	942 Yam Way	Gainesville	FL	32684	\$ 1	32.00	1
41	Mack	Mervin	2934 Turnip Place	Gainesville	FL	32608	\$ 2	36.00	
42	Martin	Mary	230 Jalapeno Junction	Jacksonville	FL	32297	\$ 6	71.00	
43	McDade	Madeline	8290 Apollo Ave	Waldo	FL	32658	\$ 2	19.00	
44	Mellott	Marge	2309 Hercules Road	Gainesville	FL	32597	\$ 2	42.00	
45	Mellott	Marjorie	2309 Hercules Road	Gainesville	FL	32597	\$ 2	42.00	

NOTE

This setting is for "Duplicate" values, but the dropdown list can test for Unique values as well.

Duplicate Value	s	
Format cells that	t contain:	
Duplicate v Duplicate Unique	values with	Ligh

Top and Bottom Values		G
We can sort the BALANCE column to find the top and bottom va	alues listed, but we can B/	ALANCE
also have Excel <i>format</i> the cells to find them without sorting.	\$	236.00
1. Select Column G (BALANCE)	\$	467.00
2. From Conditional Formatting choose Top/Bottom Rules	\$	128.00
3. Choose Top 10 Items	\$	17.00
-	\$	106.00
 Notice you can change the number of items to be the second second	he Top 3 or any number 💡	392.00
between 1 and 1000	\$	432.00
4. Leave the default settings of 10 items, with a Light Red	Fill and click OK \$	64.00
	Ş	265.00
5. Go back to the Conditional Formatting, choose Top/Bot	ttom Rules Ş	617.00
6. Choose Bottom 8 Items	\$	364.00
7. Change the color setting to Green Fill and click OK	\$	311.00
	\$	157.00
8. Sort the data, notice that there are 9 green numbers as	s there is a tie (\$64) \$	368.00
Top 10 Items Bottom 10 Items	? X \$	415.00
Format cells that rank in the TOP:	the BOTTOM:	68.00
	\$	501.00
10 🚔 with Light Red Fill with Dark Red Text 💌	ill with Dark Green Text \$	319.00
OK Cancel	OK Cancel \$	486.00
	Ş	409.00
9. Use the undo command to undo the sort and both conc	\$	109.00

9. Use the undo command to undo the sort and both conditional formats

Data Bars

- 1. Select Column G (BALANCE)
- 2. From Conditional Formatting choose Data Bars
- 3. Hover over the different options to see a live preview of the embedded bar chart in the cells. The larger the number, the longer the bar.
 - You can widen the column as much as you want, and the bars will stretch with your column width.
- 4. Choose one that you like
 - Set the number format to general to see them without the \$ and decimals.

Color Scales

- 1. Select Column G (BALANCE)
- 2. From Conditional Formatting choose Color Scales
- 3. Hover over the different options to see a live preview of the shading. Notice the data bars are still showing.
- 4. From Conditional Formatting, Clear Rules, Clear Rules from Selected Cells
- 5. Try the color scales again
- 6. Sort the column to see the shading in action
- 7. Undo the sort and Conditional Formatting

(5
BALA	NCE
	236
	467
	128
	17
	106
	392
	432
	64

G	G
BALANCE	BALANCE
236	794
467	671
128	626
17	617
106	574
392	532
432	522
64	501

Icon Sets

- 1. Select Column G (BALANCE)
- 2. From Conditional Formatting choose Icon Sets
- 3. Hover over the different options to see a live preview of the icons
 - As with the data bars and color scales these icons are relative to the data in the entire column. Up arrows are above average, sideways arrows are near average and down arrows are below average.
- 4. From Conditional Formatting choose Manage Rules
- 5. Click the Edit Rule button

	G		G
BALA	NCE	BALA	ANCE
Ð	432		432
	64	88	64
Ψ	265	8	265
Ŷ	617		617
Ð	364		364
Ð	311		311
	157	88	157
Ð	368		368

Conditional Formatting Rules M	lanager		? ×
Show formatting rules for: Cur	rrent Selection 🗸]	
🔝 <u>N</u> ew Rule 📑 <u>E</u> dit R	ule X Delete Rule		
Rule (applied in order shown)	Format	Applies to	Stop If True
Icon Set	1 🔿 🤟	=\$G:\$G	
		OK Cancel	Apply

6. Click the check box for Show Icon Only

Edit Formatting Rule		?	×
Select a Rule Type:			
Format all cells based on their values			
Format only cells that contain			
Format only top or bottom ranked va	lues		
► Format only values that are above or	below average		
Format only unique or duplicate valu	es		
► Use a formula to determine which ce	lls to format		
Edit the Rule Description:			
Format all cells based on their values:			
Format Style: Icon Sets 🗸	Reverse Icon Order		
I <u>c</u> on Style:	Show Icon Only		
Display each icon according to these ru	les:		
lco <u>n</u>	Value	<u>T</u> ype	
when value is	>= 🗸 67	▲ Percent	\sim
		Percent	
→ when < 67 and	>= 🗸 33	≜ Percent	\sim
→ when < 67 and	>= 🗸 33	1 Percent	~

8. Clear the conditional formatting



Custom Rule – Dates past due

There are date rules available in the Conditional Formatting, Highlight Cell Rules, you can choose **A Date Occurring...** However, the rules here are limited. What I would like us to find is all the records (rows) where the date is past due.

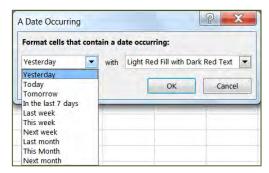
- 1. Select Column H (DUE DATE)
- 2. From Conditional Formatting choose New Rule...
- 3. From the top of the New Formatting Rule window, choose **Format only cells that contain**
 - Change the second drop down list to less than
 - In the third box type:
 =Today()
 - Don't forget the equal sign and the parentheses
- 4. Click the **Format** button
 - Set the format to be Bold, with an Outline border, and a light grey fill
 - Click OK to accept the format, and click OK to accept the rule.

Eormat all co	Ils based on their values	
	cells that contain	
	top or bottom ranked values	
100 million (100 m	values that are above or below average	
and provide the second second	unique or duplicate values	
	a to determine which cells to format	
ormat only c		
Cell Value	less than =T	oday()
	the second se	
	A-DLC-V-7-	ormat
Preview:	AaBbCcYyZz Ed	
Preview:		



- 5. Scroll through the data. Notice the blank cells are also shaded.
- 6. If needed, Select Column H (DUE DATE)
- From Conditional Formatting, choose
 New Rule..., Format only cells that contain
- Change the drop down from Cell Value to Blanks
- 9. Set the Format to have no Fill and no Border.

► Format only cells th	at contain	
Format only top or	bottom ranked values	
Format only values	that are above or below average	
Format only unique	or duplicate values	
🛏 Use a formula to de	termine which cells to format	
Edit the Rule Descriptio Format only cells with Cell Value Specific Text Dates Occurring Blanks Errors No Errors		1 and 1



<u>Tables</u>

We can format Excel ourselves using the tools found in the Font group. There are font styles, fill colors, and borders. When we set up the format ourselves, we have to be careful about moving cells around. It is very easy to lose a border format or fill the wrong color. If you need a formatted structure with consistent colors, you may fall in love with Tables.

Create a Table structure

- 1. Return to Cell A1 (Ctrl Home)
- 2. From the Home tab, next to the Conditional Formatting button, choose Format as Table
- 3. Choose an option that has alternating colors for each row.

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1	LAST	FIRST	ADDRESS	CITY	ST	ZIP		BALANCE	DUE DAT							
2	Adams	Annie	6831 NW 4th Ave	Gainesville	FL		32655	236	2/1	(22222	21212	11111	22222	22222	
3	Appleton	April	PO Box 456	Starke	FL		32689	467	9/2							
4	Arlington	Arnold	234 SE 45th Road	Gainesville	FL		32597	128	12/							
5	Brown	Bobbie	234 Peter Pan Terrace	Gainesville	FL		32597	17			(letereter	Elefetete	lel-letere		Terefore tere	le l
6	Bruce	Butch	3243 SE 4th Terrace	Gainesville	FL		32608	106	5/		CR. R. R. L.	-		-		
7	Cappers	Cathy	RR 2 Box 659	Waldo	FL		34567	392	9/1					52525		
8	Carlson	Carly	1943 NW Main Street	Gainesville	FL		32567	432	5/2							
9	Clark	Carl	9213 Kiwi Road	Gainesville	FL		32667	64	6/1			22000	00000	55656	00000	00000
10	Dawson	Debbie	832 Hook Place	Gainesville	FL		32658	265	11/1	No.	20000	22222		22222	11010	22222

2

Cancel

Format As Table

Where is the data for your table?

My table has headers

OK

=\$A\$1:\$H\$78

X

.

- 4. Excel should pick up the entire dataset. We have titles, headers, so we'll leave that option checked. Click OK to see the result.
- 5. Our conditional formatting remains on the DUE DATE.
- 6. We now have a new tab in the ribbon to help us modify the Design of the table.

6	יי ירי וי	- لع						Table Tools			
Fil	le Home	Inse	ert Page La	yout Formula	s Data	Reviev	v View	Design	♀ Tell me wh	at you want to do	·
Table	e Name:	🛃 Sum	marize with Pi	votTable			Properties		leader Row	First Column	✓ Filter Button
Table	e1	- Rem	ove Duplicate	s	-y	-C 🖫	Open in Bro	wser T	otal Row	Last Column	
•@• R	esize Table	🚰 Com	vert to Range	Insert Slicer	Export Re	erresn	Unlink	✓ B	anded Rows	Banded Columns	. [6
P	roperties		Tools			External Ta	able Data		Ta	ble Style Options	
A1	-	: [XV	fx LAST							
	A		В		C		D	E	F	G	Н
1	LAST	👻 Fl	RST 💦 🔽	ADDRESS		- C	ITY	👻 ST	💌 ZIP	BALANCE -	DUE DATE 🛛 💌
2	Adams	Ar	nnie	6831 NW 4t	h Ave	G	Gainesville	FL FL	3265	5 236	2/10/2017
3	Appleton	Ap	oril	PO Box 456		S	tarke	FL	3268	9 467	9/25/2018
4	Arlington	Ar	nold	234 SE 45th	Road	0	Gainesville	FL FL	3259	7 128	12/5/2017
5	Brown	Bo	obbie	234 Peter Pa	an Terrac	e G	Gainesville	e FL	3259	7 17	3/25/2017
6	Bruce	Bu	ıtch	3243 SE 4th	Terrace	0	Gainesville	FL FL	3260	8 106	5/5/2016
7	Cappers	Ca	ithy	RR 2 Box 65	9	V	Valdo	FL	3456	7 392	9/15/2016
8	Carlson	Ca	arly	1943 NW M	ain Stree	t G	Gainesville	FL FL	3256	7 432	5/25/2018
9	Clark	Ca	nrl	9213 Kiwi R	bad	G	Gainesville	e FL	3266	7 64	6/10/2016

- 7. Try the different table style options and table styles to see how it changes the format of our table. One of the best features is the Total Row.
 - With the **total row** turned on, scroll to the bottom of the dataset. The 77 represents how many records we have. Click inside the Total for the BALANCE column and change it to **Sum**.

Removing the Table structure (Convert to range)

While the table structure is an awesome formatting tool, if you prefer to do your own customizations, you will want to remove the automatic formatting.

- 1. From anywhere inside the table click the **Convert to Range** button on the Design tab.
 - Converting this back to a range will break the data from the table structure, but will not remove the formatting.
- 2. Undo!
- 3. On the Design tab, expand the Table Styles menu.
- 4. Choose the first option, "None"
- 5. Click on Convert to Range again

File Ho	me	Insert Page Layout	Formulas	Data	Review	View D	esign 🛛 🖓 Tell me	what you want to do				
Table Name:		Summarize with PivotTabl	e 🚃		10	Properties	✓ Header Row	First Column	Filter Button		 	
Table1	-	Remove Duplicatos		-9 -	3 14	Open in Browser	Total Row	Last Column		22222	 22233	22223
Resize Tabl	e 🗒	Convert to Range	Insert Slicer	Export Refr		Unlink	Banded Rows	Banded Columns			 	
Properties	-	1 pols		Ex	dernal Tal	ble Data		Table Style Options				Table Styles

6. From the Conditional Formatting menu on the Home tab, choose Clear Rules from Entire Sheet

Turn to the Summary worksheet

Adding/Deleting Rows in Tables

- 1. On the summary worksheet, set each grouping into a table that matches its heading.
 - Click in cell A3 (Items)
 - Choose Format as Table from the Home tab (Ctrl-T)
 - Choose a table style that matches the year
 - Click OK to the range
 - Repeat for cell F3 (Items) and K3 (Items)
- 2. Click in cell C7, Type: D
- 3. Press Enter to move to cell C8, Type: E and press enter
- 4. Right-click in Cell F6, Choose Insert a row below
- 5. Do it again
- 6. Type in D and E into the appropriate spots
- 7. Look for the small blue box (backwards L) in the bottom right corner of N6
- 8. Drag the box down two rows
- 9. Type in D and E into the appropriate spots
- 10. Right-click on the heading for Row 7, notice you cannot Insert or DeleteThese have to be done from inside each table.
- 11. Select Cells C7 & C8
- 12. Right-click Delete the table rows
- 13. Repeat for each table
 - F7&F8
 - K7& K8
- 14. Or UNDO all the added rows

Doing Math in Tables

- 1. In Cell D4 press the equal sign (=)
- 2. Click in cell B4 (123)
 - Excel doesn't say B4, it says: =[@Price]
- 3. Type the multiply sign, the asterisk (*)
- 4. Click in Cell C4 (812)
 - =[@Price]*[@Qty]
- 5. Press Enter to accept. All the equations are filled in
- 6. Turn on the totals row
- 7. Repeat for the other two tables

1	A	В		C		D	E	F	G	-	H	1	P	J	K	1		м	N	١
1				2016			5			2	017							2018		
23	Items	• Price	- Q	ty	-	SubTotal	1	Items	- Price	- Qty	1.1	SubTotal			Items	- Price	- Qt		SubTota	
4			123		12	99,876	-	A	and a second second	123	552	67,	896		A		123		79	9,717
5	в		456	6	46	294,576		В		456	663	302,	328		В		456	9	58	26,448
6	C		789	б	94	547,566		C		789	728	574,	392		C		789		32	25,248
7	Total					942,018	2	Total				944,	616		Total					61,413

8. Since these are such small tables, you may consider turning off the Filter Buttons as well.

Protecting Worksheets/Workbooks

If you would like to restrict people from making changes, including yourself, you may consider protecting it. You'll find the option on the **Review** tab in the **Changes** group. From here you can decide what users, including yourself, are allowed to do within this sheet. You do not have to set a password unless you want one.

Once you have protected the sheet, the button will change to say **Unprotect Sheet**, use this option to release the control.

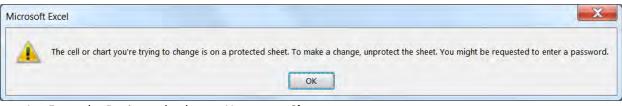
If you would like to allow edits to specific cells, choose those cells and change their protection "lock cell" option from the Format Cell menu, or Format Cell Window.

- Locking a worksheet helps prevent edits, and formatting, inserting/deleting columns and rows and cells.
- Locking a workbook helps prevent changes to the workbook structure, like inserting/deleting worksheets.
- If you forget the password, there is no recovery. Either don't use a password, or <u>DON'T FORGET IT</u>!

Revie	w Vi	iew Design	🖓 Tell me what you want to do	
		/Hide Comment All Comments Ink	Protect and Share Workbook Protect Protect Share Sheet Workbook Workbook Workbook	4
			Protect Sheet	
	E	F	Protect worksheet and contents of locked cells	
*		Items - P		
876 576		AB	Select locked cells	
566		C	Format columns E 2	
018		Total	Insert columns 6 Insert rows Delete columns Delete rows	
			OK Cancel	

Protect Sheet

- 1. From the **Review** tab, choose **Protect Sheet**
- 2. Leave the defaults and click OK
- 3. Click in cell C4 to and try to change the Qty



- 4. From the Review tab, choose Unprotect Sheet
- 5. Select all the Qty cells C4:C6; H4:H6, M4:M6
 - Use your control key, or do each section one at a time
- 6. Open the format cells window
 - Right-click in the selection, or press Ctrl 1
- 7. Turn to the **Protection** tab
- 8. Uncheck the **Locked** option and click OK
- 9. From the Review tab, choose Protect Sheet
- 10. Leave the defaults and click OK
- 11. Click in cell C4 to and try to change the Qty
 - No Problem!

Comments

A comment is a way to leave a subtle note within the worksheet. In this case let's put a note with the 2018 Price title reminding people if they need to change the price, they will have to unprotect the sheet. Comments can be printed by choosing the option in the Page Setup on the sheet tab.

- 1. Unprotect sheet
- 2. Click in Cell L3 (Price)
- 3. From the Review tab choose New Comment
- 4. Type your comment into the comment box
- 5. Click outside of the box and it will disappear
- 6. Notice the small red triangle in the upper right corner of the box. That's our visual cue there is a comment in that cell.
- 7. Hover over your mouse over cell L3 to see the comment appear. If you can't see all the text, you can click on the Edit Comment button that has taken the place of the New Comment button.
 - Click inside the cell, Click Edit Comment, Resize the box, click outside the comment

Qty	Ŧ	SubTotal	-	Items	- Pri	се 🔻	Qty	Ŧ	SubTota
	812	99	,876	A		123		552	
	646	294	,576	В		456		663	
	694	547	,566	С		789		728	
-		942	.018	Total	_	_			
F	ormat Cel	s						2	×
_	Number	Alignment	Font	Border	Fill	Protectio	on		
			ulas has no	effect until you p	rotect the	worksheet (Review tab,	Changes g	roup,

New Comment	Previous	Next	Show/Hide Comment
	C	omment	S

		2018	
Items 🔽 P	rice 🔽	Cowart:	
A	123	To change the price yo will need to unprotect	9,717
В	456	the sheet from the	26,448
С	789	Review tab.	25,248
Total			61,413

More about Custom Conditional Formatting

(Modified from the Office Help)

To more easily find specific cells within a range of cells, you can format those specific cells based on a comparison operator.

Quick formatting

- 1. Select one or more cells in a range, table, or PivotTable report.
- 2. On the Home tab, in the Style group, click the arrow next to Conditional Formatting, and then click Highlight Cells Rules.



- 3. Select the command that you want such as **Between**, **Equal To Text that Contains**, or **A Date Occurring**.
- 4. Enter the values that you want to use, and then select a format.

Advanced formatting

- 1. Select one or more cells in a range, table, or PivotTable report.
- 2. On the **Home** tab, in the **Styles** group, click the arrow next to **Conditional Formatting**, and then click **Manage Rules**.

The **Conditional Formatting Rules Manager** dialog box is displayed.

- 3. Do one of the following:
 - To add a conditional format, click **New Rule**.
 - To change a conditional format, do the following:
 - i. Select the rule, and then click **Edit rule**.
- 4. Under Select a Rule Type, click Format only cells that contain.
- 5. Under Edit the Rule Description, in the Format only cells with list box, do one of the following:
 - Format by number, date, or time Select Cell Value, select a comparison operator, and then enter a number, date, or time. If you enter a formula, start it with an equal sign (=). Invalid formulas result in no formatting being applied. It's a good idea to test the formula to make sure that it doesn't return an error value.
 - Format by text Select Specific Text, choose a comparison operator, and then enter text. Quotes are included in the search string, and you may use wildcard characters. The maximum length of a string is 255 characters.
 - Format by date Select Dates Occurring, and then select a date comparison.
 - Format cells with blanks or no blanks Select Blanks or No Blanks. A blank value is a cell that contains no data and is different from a cell that contains one or more spaces (spaces are considered as text).
 - Format cells with error or no error values Select Errors or No Errors. Error values include: #####, #VALUE!, #DIV/0!, #NAME?, #N/A, #REF!, #NUM!, and #NULL!.
- 6. To specify a format, click **Format**. The **Format Cells** dialog box is displayed.
- 7. Select the number, font, border, or fill format that you want to apply when the cell value meets the condition, and then click **OK**. The formats that you select are displayed in the **Preview** box.

More about Excel Tables

(Modified from the Office Help)

To make managing and analyzing a group of related data easier, you can turn a range of cells into a Microsoft Office Excel table (previously known as an Excel list). A table typically contains related data in a series of worksheet rows and columns that have been formatted as a table. By using the table features, you can then manage the data in the table rows and columns independently from the data in other rows and columns on the worksheet.

Elements of an Excel table

A table can include the following elements:

- Header row By default, a table has a header row. Every table column has filtering enabled in the header row so that you can filter or sort your table data quickly.
- **Banded rows** By default, alternate shading or banding has been applied to the rows in a table to better distinguish the data.
- **Calculated columns** By entering a formula in one cell in a table column, you can create a calculated column in which that formula is instantly applied to all other cells in that table column.
- Total row You can add a total row to your table that provides access to summary functions (such as the AVERAGE, COUNT, or SUM). A dropdown list appears in each total row cell so that you can quickly calculate the totals that you want.
- **Sizing handle** A sizing handle in the lower-right corner of the table allows you to drag the table to the size that you want.

Managing data in an Excel table

- Inserting and deleting table rows and columns You can use one of several ways to add rows and columns to a table. You can quickly add a blank row at the end of the table, include adjacent worksheet rows or worksheet columns in the table, or insert table rows and table columns anywhere that you want. You can delete rows and columns as needed. You can also quickly remove rows that contain duplicate data from a table.
- Using a calculated column To use a single formula that adjusts for each row in a table, you can create a calculated column. A calculated column automatically expands to include additional rows so that the formula is immediately extended to those rows.
- **Displaying and calculating table data totals** You can quickly total the data in a table by displaying a totals row at the end of the table and then using the functions that are provided in drop-down lists for each totals row cell.

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Gummibärchen	\$	5,079.60	\$	1,249.20	\$	6,328.80						
Scottish Longbreads	\$	1,267.50	\$	1,062.50	\$	2,330.00						
Sir Rodney's Scones	\$	1,418.00	\$	756.00	\$	2,174.00						
Tarte au sucre	\$	4,728.00	\$	4,547.92	\$	9,275.92						
Chocolate Biscuits	\$	943.89	\$	349.60	\$	1,293.49						
Total	\$14	4,181.59	\$	8,127.78	\$	22,309.37						

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