



Conditional formatting based on value of another cell

To format a cell based on the value of another cell follow these steps:

- 1. Select the cell you want to format, "A1" in this example.
- 2. In the <u>Home</u> tab, <u>Styles</u> group, click on <u>Conditional Formatting</u>.
- 3. Select <u>New Rule</u>.



4. The <u>New Formatting Rule</u> window will open.



- 5. Click Use a formula to determine which cells to format.
- 6. The <u>New Formatting Rule</u> window will now look like this:

cot:	Fight style:	
Trines New Roman (Headings) Anial (Body) Alah Arabergan Alah Arabergan Alah Arabergan Deektop	Regular A Italc Bold Bold Italic	
Ahbroni In		
Inderline:	Çolor:	
~		
Effects	Preview	
E Strikethrough		
Superscript.	AaBbo	CCYyZz
Suberripk		
for Conditional Formatting you can set I	Font Style, Underline, Coli	ar, and Strikethrough.

Created by:



7. In the edit box labeled "<u>Format values where this formula is true</u>", enter "=" followed by a formula referencing the other cell.

In this example the formula: "=B1<0" is entered.

8. Click the <u>Format</u> button. The <u>Format Cells</u> window will open.

New Formattin	g Rule	2 🛛
Select a Rule Type		
Format all cells	s based on their values	
Format only c	ells that contain	
Format only to	p or bottom ranked values	
Format only v	alues that are above or below avera	age
Format only u	nique or duplicate values	
► Use a formula	to determine which cells to format	and the second second
Format values	where this formula is true:	
=b1<0		
Preview:	No Format Set	Eormat
	ОК	Cancel

Specify the formatting you want. In this example I changed the cell color to "RED".
Click <u>OK</u> to close The <u>Format Cells</u> window.

11. Click OK to close The New Formatting Rule window.

To summarize this example: cell A1 will have a RED color when cell B1 value is less than zero.