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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 <u>Use a formula to determine which cells to format</u>.
6. The <u>New Formatting Rule</u> window will now look like this:
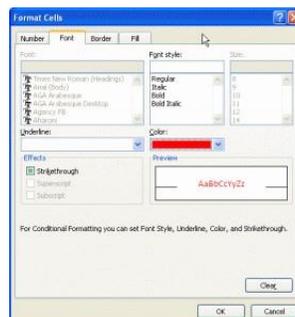
7. In the edit box labeled "Format values where this formula is true", enter "=" followed by a formula referencing the other cell.

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

8. Click the Format button. The Format Cells window will open.
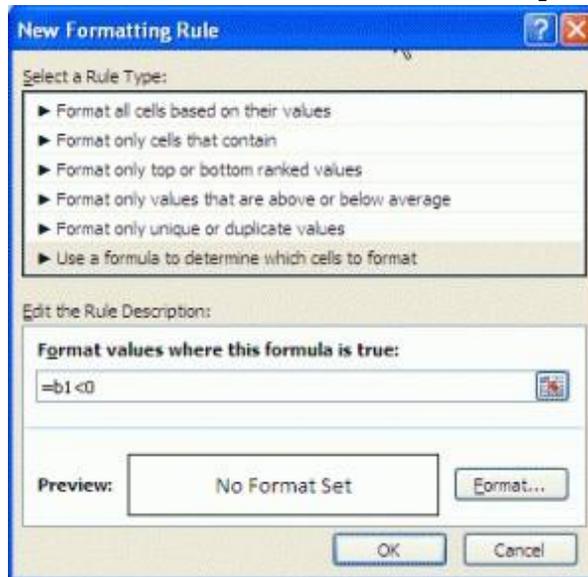
9. Specify the formatting you want. In this example I changed the cell color to "RED".
10. Click OK to close The Format Cells window.

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.