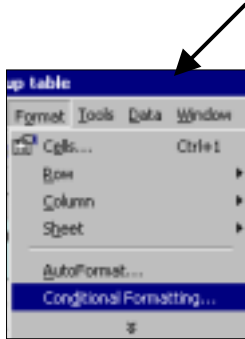


Conditional Formatting Using Excel

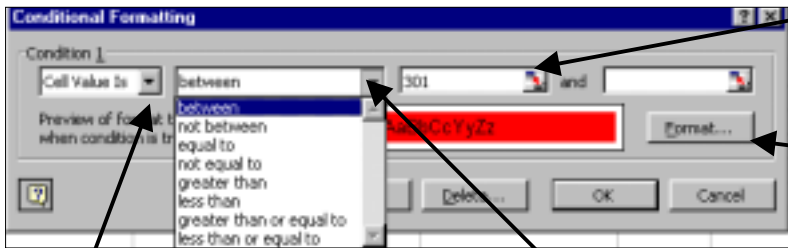
Step 1

Click in the cell you wish the formatting to be applied, next click **Format, Conditional format.**



Step 2

2a. Next, you will see this window



2c.

You must input your figures in the boxes

2d.

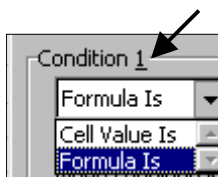
The **Format** button when clicked will take you to step 3.

The **Cell Value** arrow gives you two options:

- a. **cell value is** and
- b. **b. formula is.**

2b.

This arrow allows you to choose from a list of options.



Step 3

The **Format** window requires you to input information which you would like to see happen to the cell in the worksheet. You can conditionally format the **font, border & patterns.** Click **OK** when you are finished and try it out!

