

Instructions for coloring alternating rows and columns in Excel

Alternating colors in Excel is a useful technique to make your spreadsheet more visual. Learn how to use Conditional Formatting in Excel 2007 to 2016 to easily distinguish rows and columns.


Instructions on how to color alternate rows and columns in Excel using Conditional Formatting. You can do it easily on Excel versions 2007, 2010, 2013, 2016.

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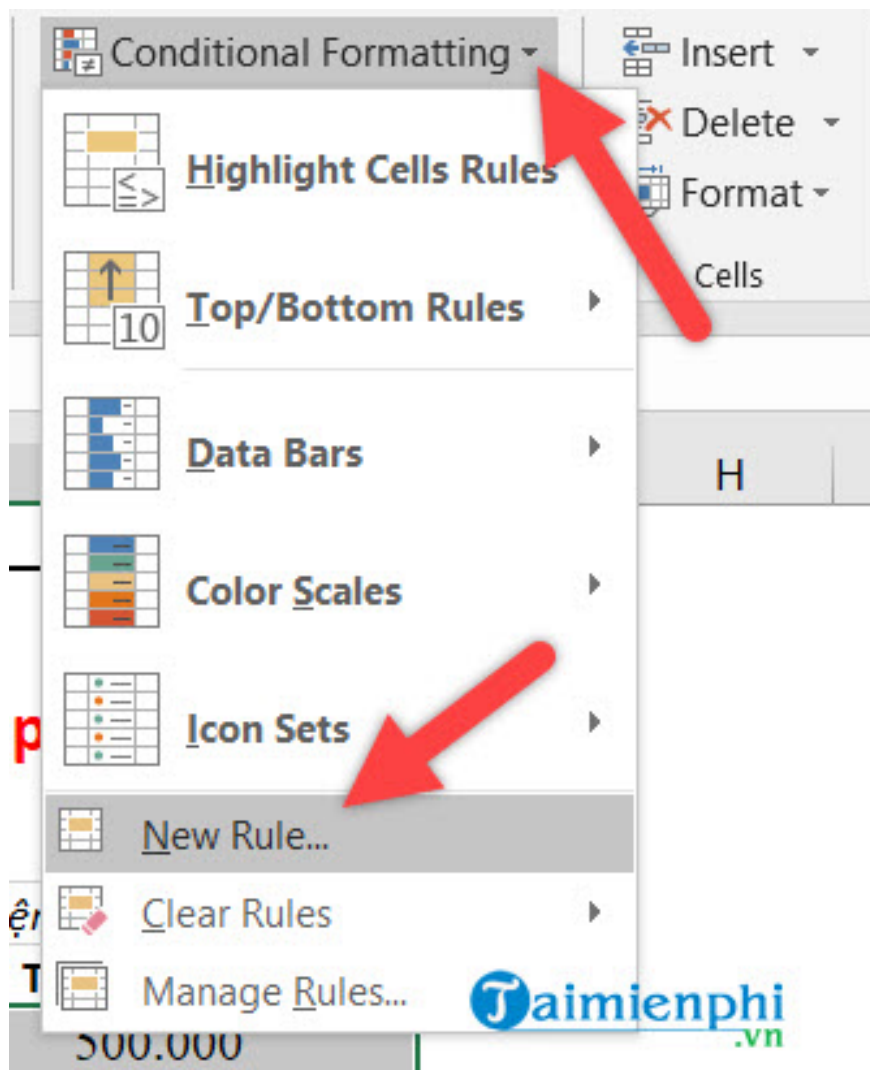
1. Done in Excel 2016
2. Done in Excel 2013 spreadsheet

1. How to alternate colors in Excel 2016

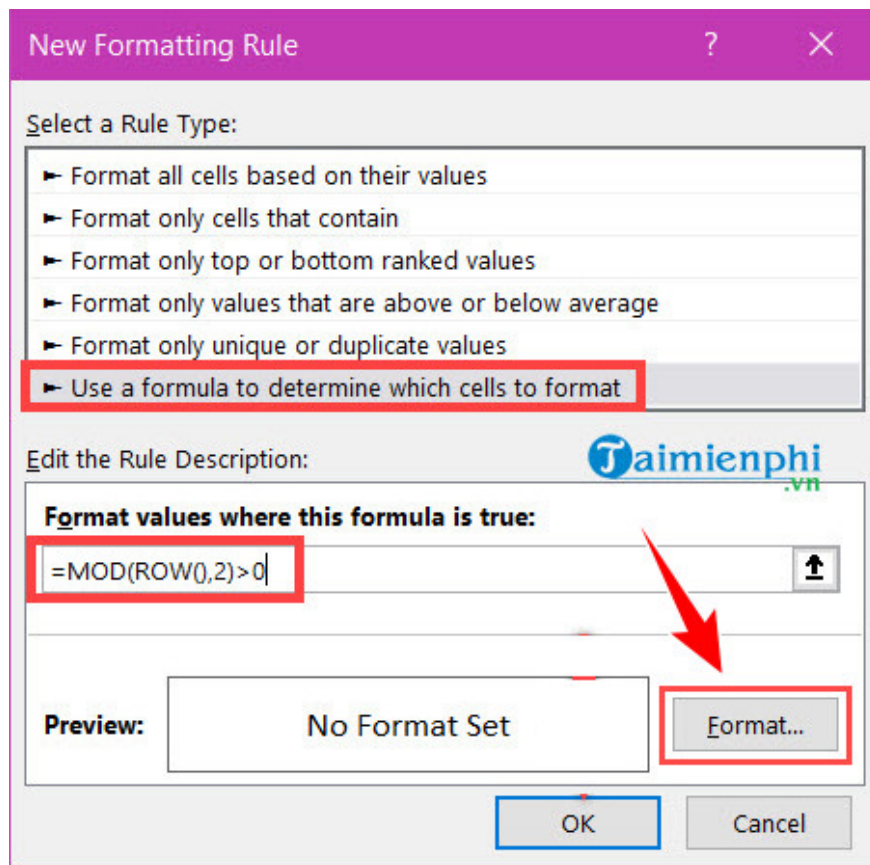
Step 1: **Highlight the cells that need to be colored alternately.**

Đánh giá nhân viên công ty Taimienphi.vn				
		<i>Thực hiện bởi Taimienphi.vn</i>		
Họ và tên	Số giờ làm việc	Số ngày	Thưởng thêm	
Nguyễn Tâm Trà Sữa	45	5	500.000	
Lê Công Chả Phượng	50	6	500.000	
Trần Thị Linh	52	6	500.000	
Hoàng Văn Nam	40	5	Không được	
Tôn Thị Ái Nữ	44	5	Không được	

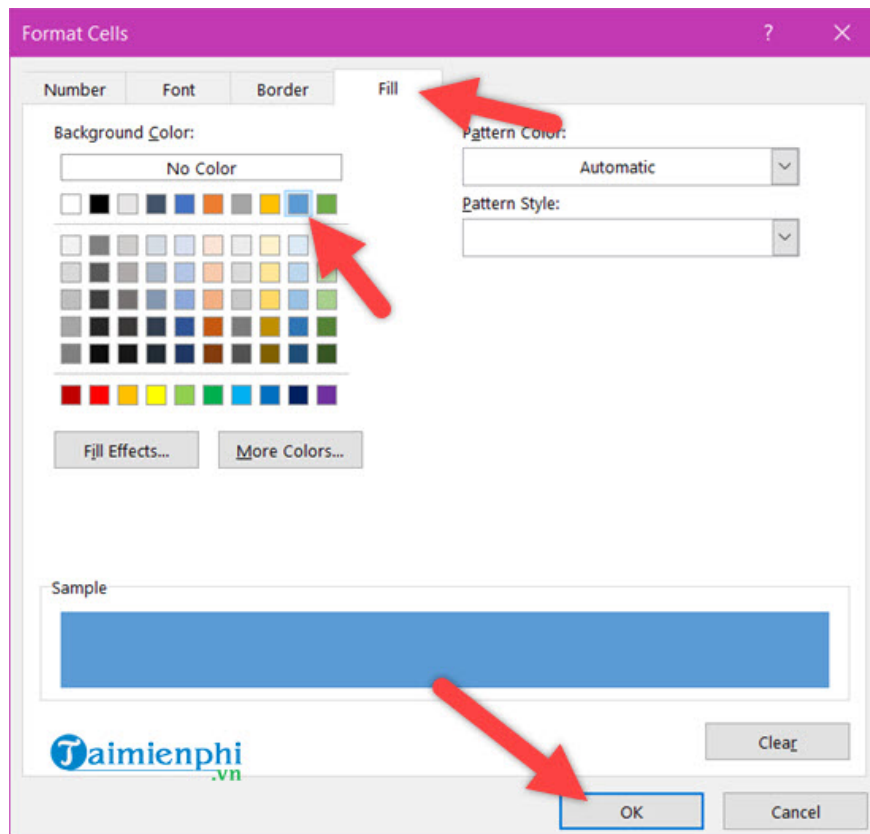
Step 2: Next, we need to do is on the **Home** interface of Excel, select **Conditional Formatting** > select **New Rule**.



Step 3: Next, select the last line **Use a formula to determine which cells to format** , below we fill in **=MOD(ROW(),2)>0** then click **Format** .



Step 4: Next, select **Fill** and choose the color you want.

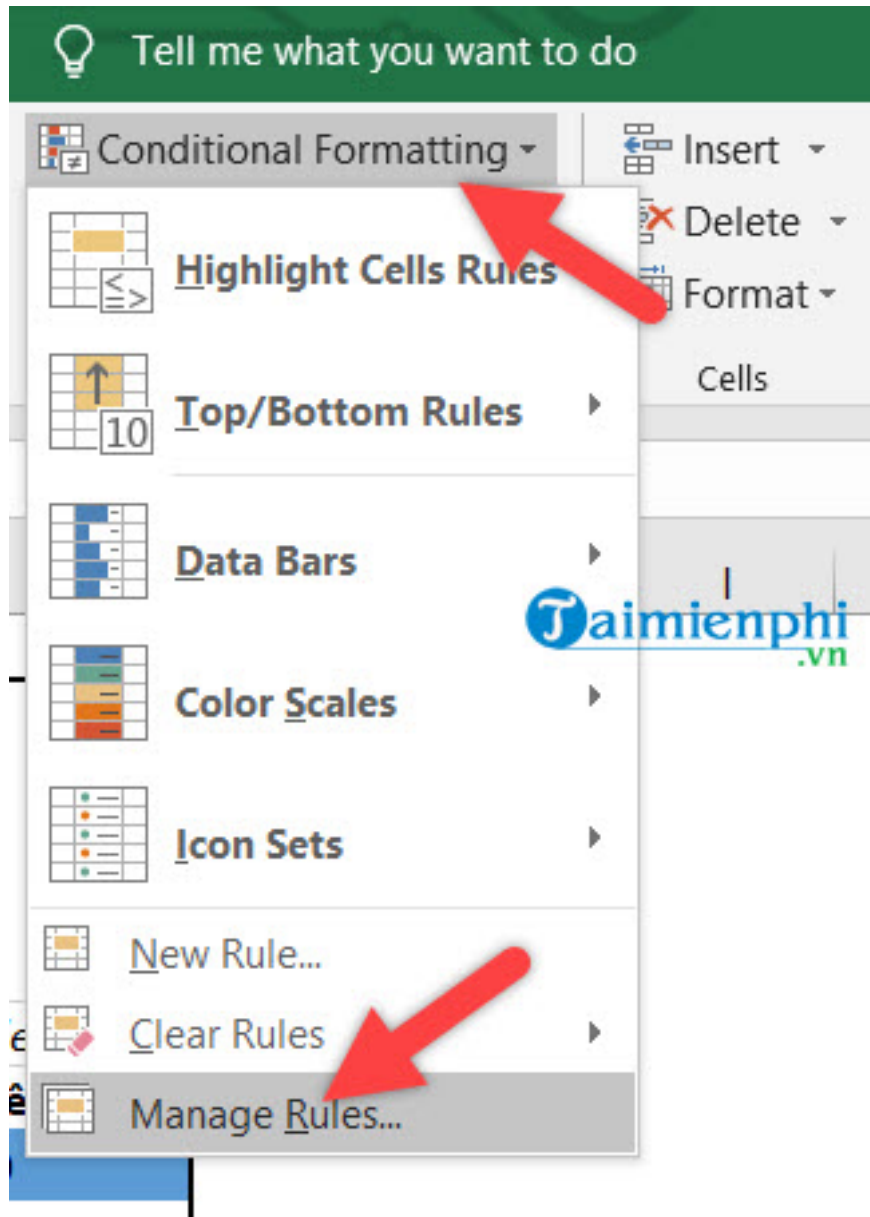


Then you just need to click **OK** and the result will appear as below.

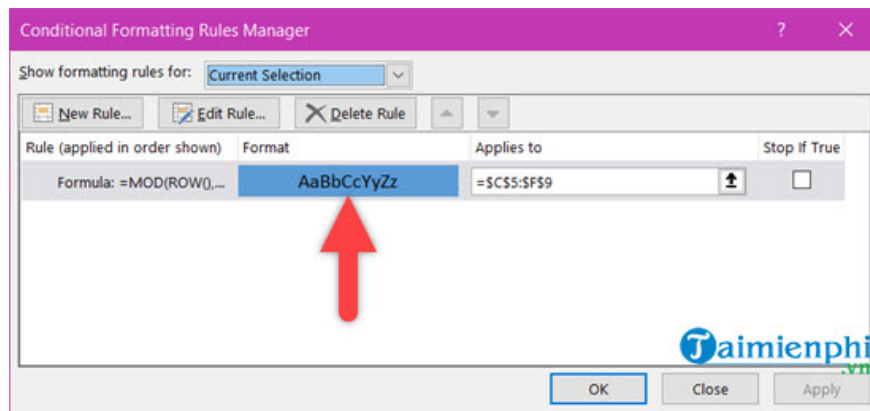
The screenshot shows an Excel spreadsheet with the following data:

Đánh giá nhân viên công ty Taimienphi.vn			
Thực hiện bởi Taimienphi.vn			
Họ và tên	Số giờ làm việc	Số ngày	Thưởng thêm
Nguyễn Tâm Trà Sữa	45	5	500.000
Lê Công Chả Phượng	50	6	500.000
Trần Thị Linh	52	6	500.000
Hoàng Văn Nam	40	5	Không được
Tôn Thị Ái Nữ	44	5	Không được

Step 5: Click **Manage Rules** .



Step 6: Here you will see the list of Rules **just** created and we just need to click to change the color.



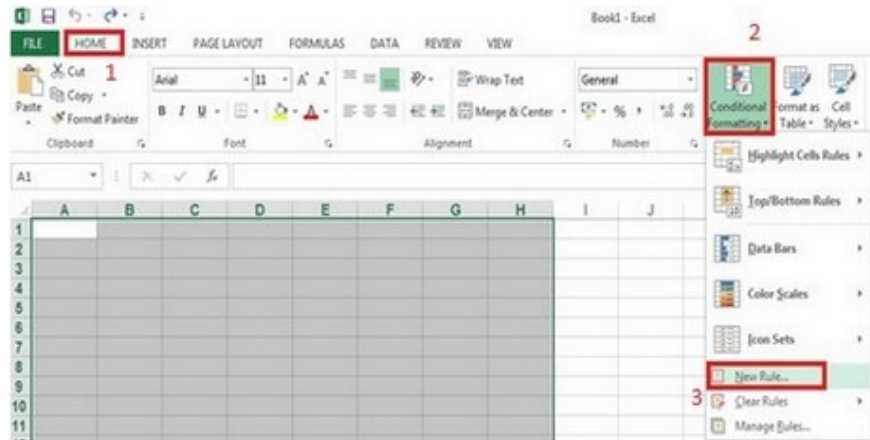
Step 7: Continue to apply steps 3 and 4 to change the color and choose the color you want.

2. How to alternate colors in Excel 2013 spreadsheet

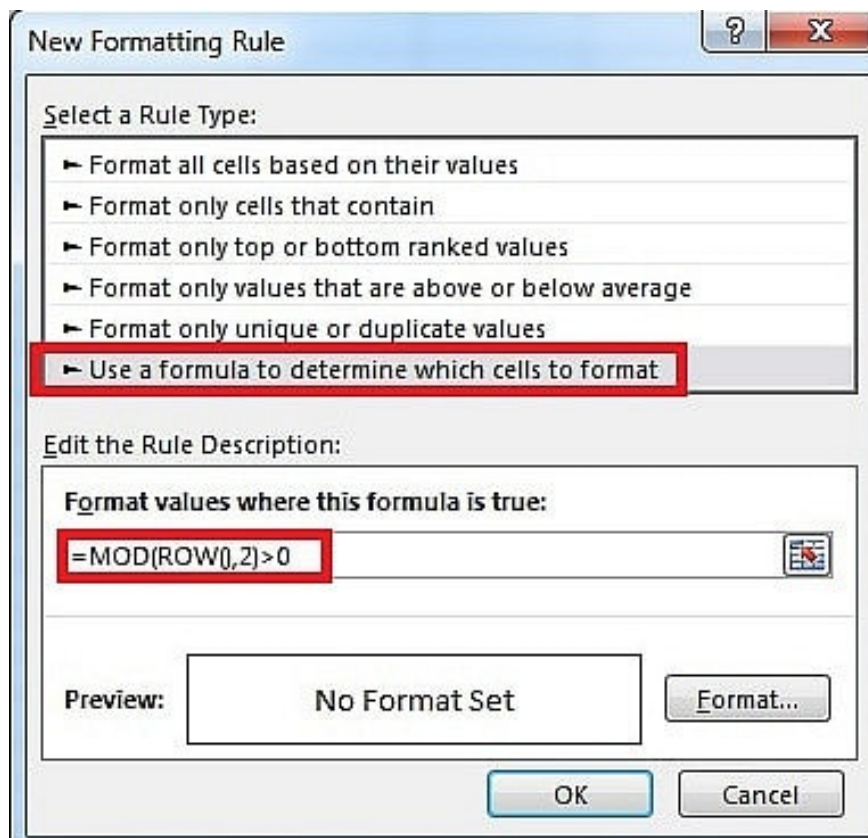
Step 1: Open the Excel spreadsheet that you want to color alternately.

Step 2: Color the rows on the spreadsheet with Conditional Formatting

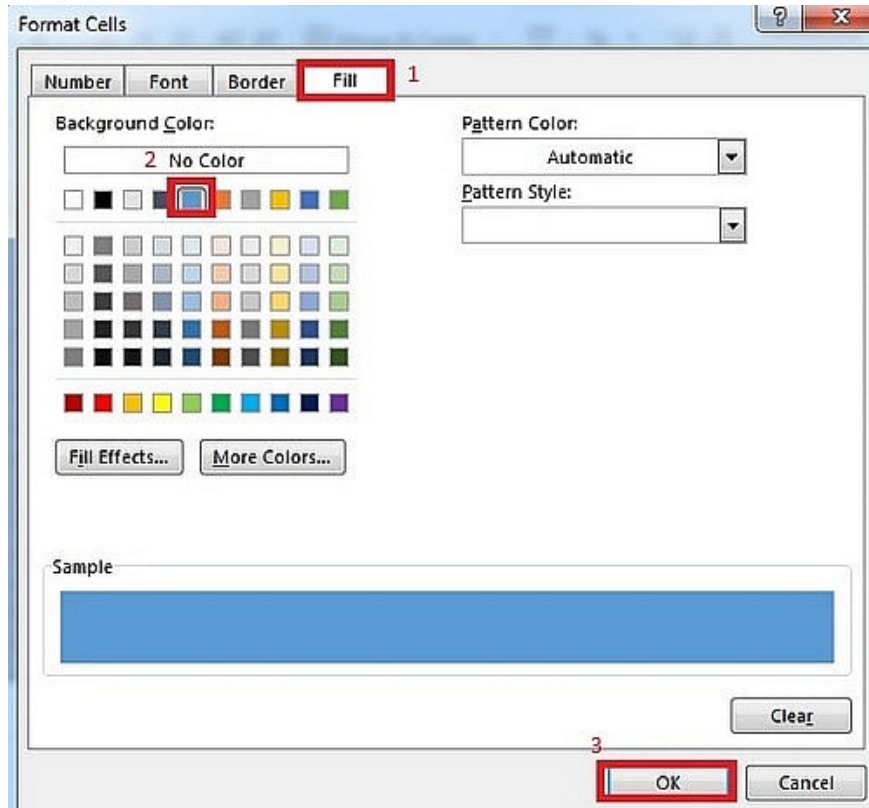
On the program interface, go to the **Home** tab of the Ribbon bar, select **Conditional Formatting** in the **Style** group, then select **New Rule** in the drop-down menu.



The **New Formatting Rule** dialog box appears. In the **Format values where this formula is true** box, type the following formula: `=MOD(ROW(),2)>0`

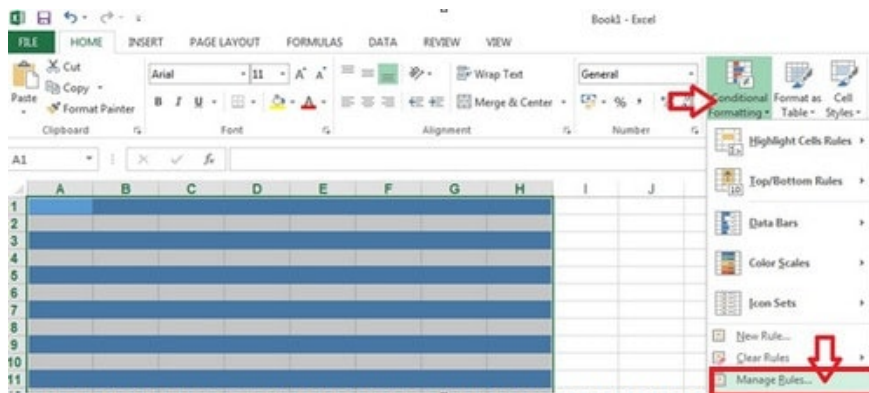


Next, to choose the fill color for the alternating rows, click the **Format** button, the **Format Cells** dialog box appears, click the **Fill** tab and choose the color you want to fill (here I choose light blue). Finally, press **OK** to finish.

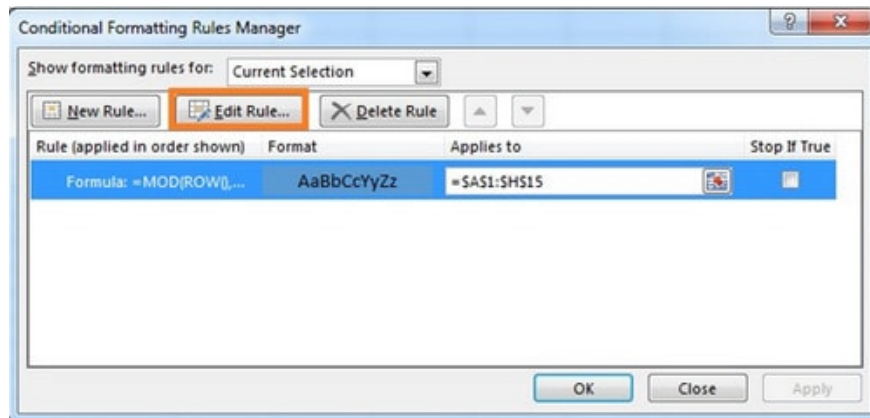


Step 3: Change the fill color on alternating lines

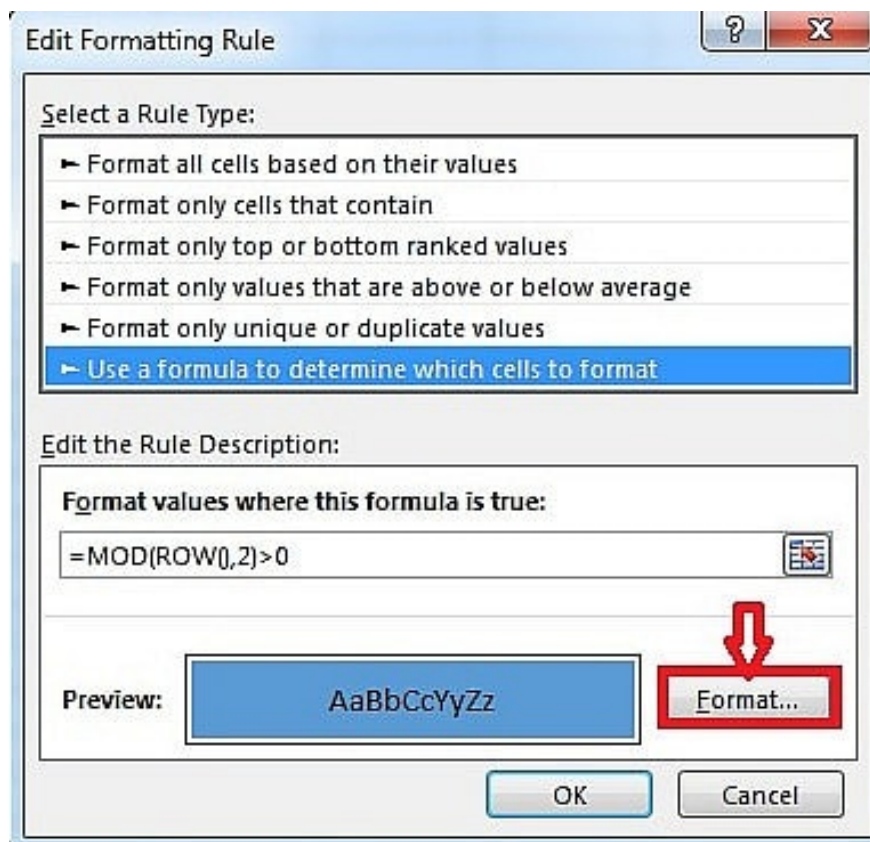
If you want to choose a different color (other than the blue above) click **Conditional Formatting** then click **Manage Rule** .



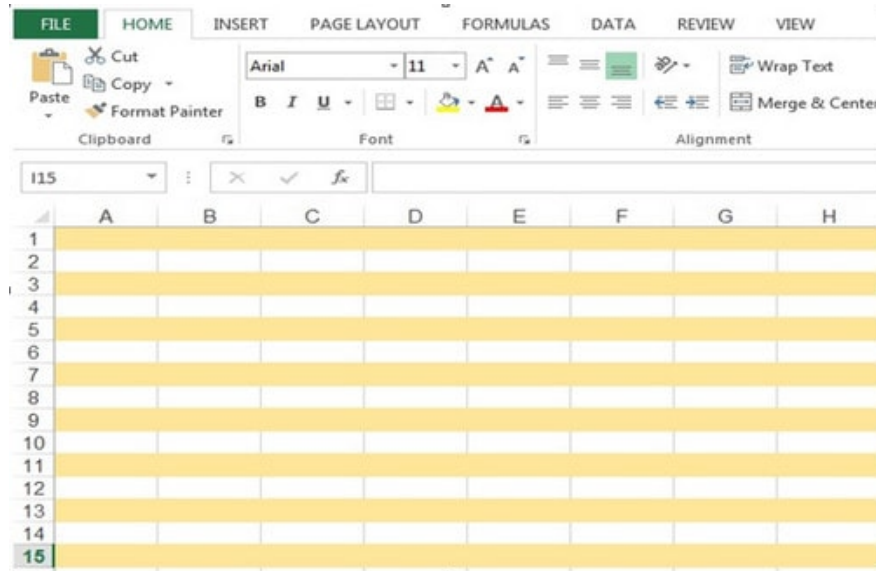
The **Conditional Formatting Rule Manager** dialog box appears, select **Edit Rule** .



Click on the **Format** box and select the color you want to change (here taimienphi chooses yellow). Then click **OK** to finish.



The results have changed:



Alternating colors in Excel spreadsheets not only makes it easier to distinguish data, but also makes your charts more intuitive and easier to follow. This is especially useful when you work with spreadsheets containing many rows and columns of data, helping to reduce confusion and increase work efficiency.

If you want to optimize your Excel spreadsheets further, you can try other tricks such as counting the number of words in cells, rows or columns to work with data more flexibly. Refer to tutorial articles such as how to use the LEN function in combination with the SUBSTITUTE and TRIM functions to **count the number of words in Excel** easily, helping to optimize your spreadsheets.

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