

# MS Excel 2003 - Lesson 13: Using conditional formatting in Excel

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Here are 2 simple steps to perform conditional formatting:

1. Set a condition to control the formatting changes in the cells
2. Enter data. If the condition you set matches the data, the formatting will be applied.

*Note* : 3 conditions can be set for a cell so it can be changed to format the cell contents.

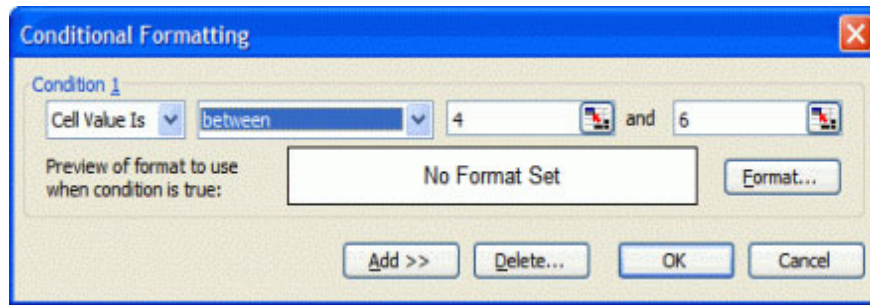
## Format cells, using conditional formatting

- With the following data, we can apply conditional formatting

	A	B	C
1	3	5	2
2	5	3	6
3	3	4	3
4	6	2	4
5	7	9	4

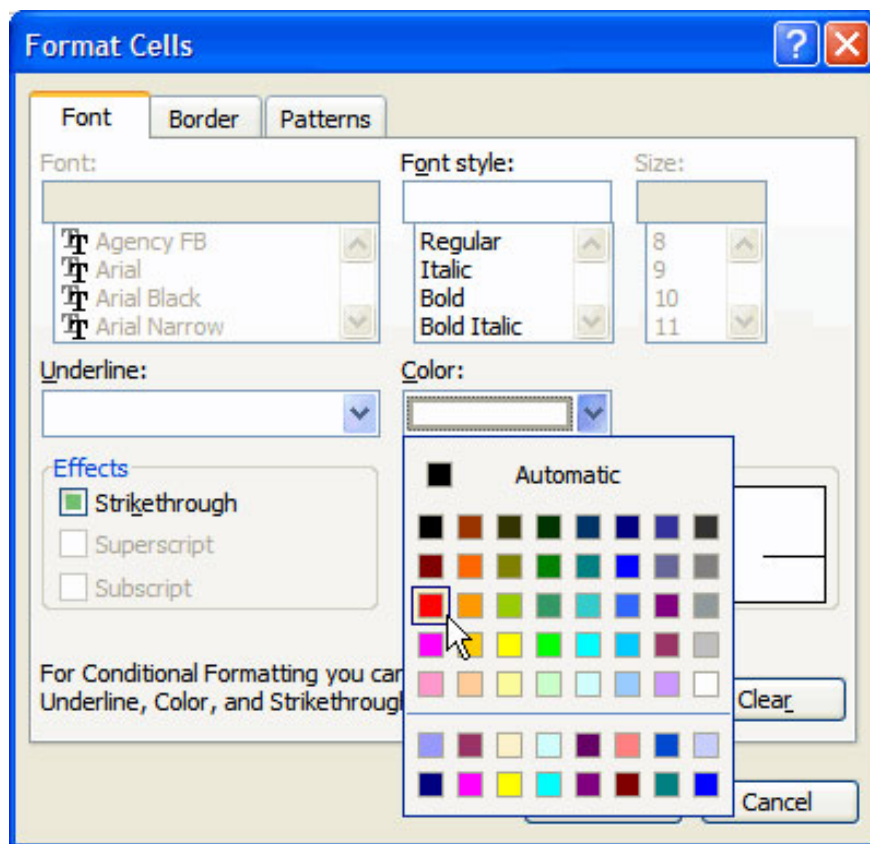
- Select the range to which you want to apply conditional formatting. In this example, the selected range is **A1:C5** .

- From the **Format** menu , click **Conditional Formatting** .



- As per the above illustration, we will highlight all the values ??from 4 to 6, so enter the numbers in the correct fields.

- If you click the **OK** button , the formatting will not be applied to those values. Therefore, you click the **Format button**



- *The Format Cells* dialog box appears, from which we can specify how the data is displayed.

- From the **Color section**: select a color, choose red for the example above.

- When finished, click the **OK button**. *The Conditional Formatting* dialog box appears again.

- To add other conditional formats, click the Add button. Otherwise, click the **OK** button to dismiss the dialog box.

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