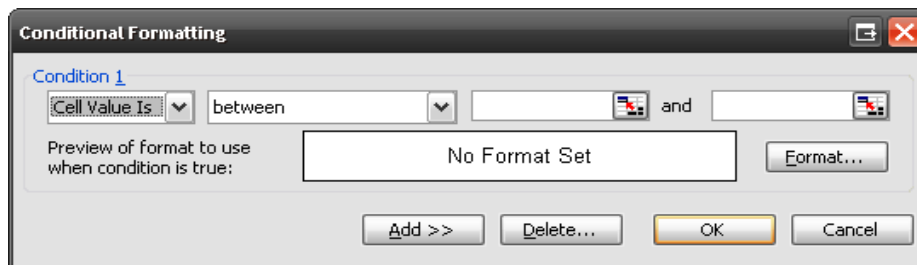


Conditional Formatting

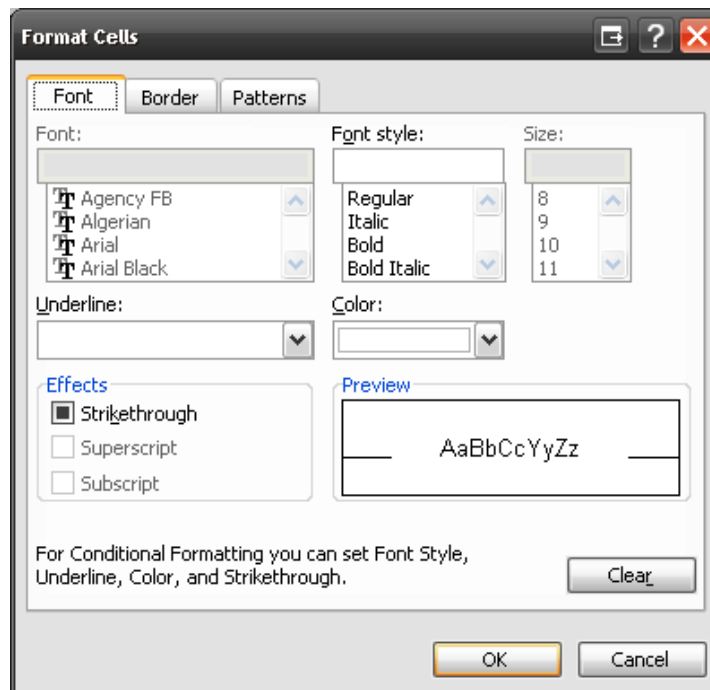
Excel offers a feature that changes the formatting of individual cells based on the cell results. For example, you can highlight the text in a cell if a result is not equal to a certain threshold.

To formulate a cell using conditional formatting:

1. Enter your cell information as you normally would.
2. Choose Conditional Formatting from the Format menu to display the Conditional Formatting Dialog Box.



3. Use the menus in the Dialog Box to select the threshold or select the ranges you want to set for formatting to be changed.
4. Click on the Format button to display the Format Cells dialog box.





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5. Make the changes in the Format Cells dialog box to specify how the cell will be formatted if your condition (entered in step 3) is met.
6. Click on OK to close the Format Cells dialog box.
7. Click on the Add button to define additional conditions (and formats), if desired.
8. Click on the OK button to close the Conditional Formatting dialog box.