# Text Version

## Conditional Formatting

Note: This is a text version of Conditional Formatting.

You can automatically have specific data stand out in an Excel spreadsheet by applying Conditional Formatting to it. For example, suppose you have a spreadsheet set up that contains three numbers and it is also set up to check the maximum, minimum, and sum of the numbers. You may want to automatically apply a certain color or font to a number if it meets your desired conditions. To do this, go to the Styles option over the toolbar under Home tab. Choose Conditional Formatting and select the New Rule option from the drop-down menu. A dialog box appears. Select the Format only cells that contain option as the desired rule type. Select the desired inputs for Cell Value field and select the Format button. A second dialog box appears. Select the desired formatting styles such as Font Style and Color and select the OK button. The New Formatting Rule dialog box reappears. Select the OK button. If the input conditions are true then the formatting of numbers change over the spreadsheet. The same steps may be repeated with different values for Conditional Formatting of different fields.