11 Incredible Excel Conditional Formatting

ADVANCE WAYS OF CONDITIONAL FORMATTING

Excel Tip | Excel Forum

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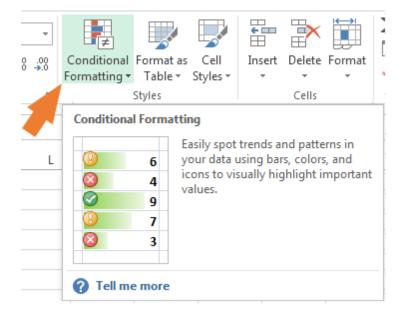


Microsoft Excel is having so many

unbelievable capabilities that are not instantly perceived. In which Conditional Formatting is one of the option.

Conditional Formatting is the tool that used to format the cell or a range in the specific condition. We can use this option on the value of the cell or value of formula, it means if you have formula in cell then we can specify the value in "Conditional Formatting" of if we have value in the range then we can use Conditional Formatting by describing the formula to highlight the values.

There are lot ways to use "Conditional Formatting" in our data. We can use it to show the numbers in increasing and decreasing order, to specific Value, to specific numbers, to specific date etc. Also we can highlight the cells by fill the color in cell, by change the font color, by using the data bars, color scales, icon sets.



What we are going to learn in this book?

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Conditional Format Based on Dates

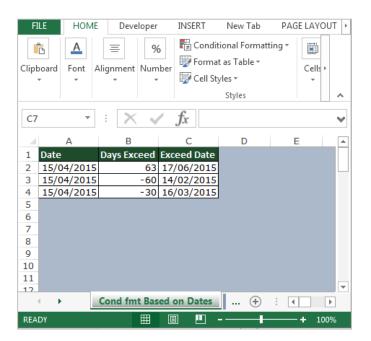
http://www.excelforum.com/excel-formulas-and-functions/1077036-conditional-formatbased-on-dates.html

Question:-

I have been searching but i cant solve my issue, I want to conditional format a cell that will be either, Green, Yellow or red depending on the date.

- If the date I enter in Cell C2 is more than 60 days from today the cell should be green.
- > If the date is less than 60 days from today the cell should be yellow.
- > If the cell is less than 30 days from today the cell should be red

This is for drivers licence dates, i want to be alerted when they are 60 days from the expiration etc



To put the "Conditional Formatting" follow below given steps:-

- Select the range, where we want to do "Conditional Formatting".
- When we will click on "Conditional Formatting" drop down list will appear, where we have to select "Manage Rules" dialog box will get open.
- Where we have to click on "New Rule", New Formatting Rule dialog box will get appear, click on Use a formula to determine which cells to format.
- First we will apply the "Conditional Formatting" for (If the date I enter in Cell C2 is more than 60 days from Today).
- Enter the formula =AND(C2<>"", C2>TODAY()+60).
- Click on Format and select the green color.

Edit Formatti	ng Rule										
Select a Rule	Туре:										
🕨 🛏 Format a	Il cells based on their values										
🕨 🛏 Format o	► Format only cells that contain										
🕨 🛏 Format o	Format only top or bottom ranked values										
🕨 🕨 Format d	only values that are above or below average										
🕨 🕨 Format o	only unique or duplicate values										
🛏 Use a fo	rmula to determine which cells to format										
	: Description: ues where this formula is true:										
	<pre><=", C2>TODAY()+60)</pre>										
Preview:	Preview: AaBbCcYyZz <u>F</u> ormat										
	OK Cancel										

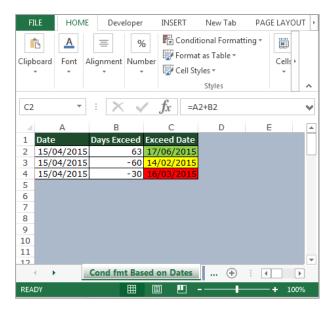
- Again we will click on "New Rule", New Formatting Rule dialog box will get appear, click on Use a formula to determine which cells to format.
- Now will enter the formula for (If the date is less than 60 days from today).
- Enter the formula =AND(C2<>"", C2<TODAY()-30)
- Click on Format and select the Yellow color.

Edit Formatti	ng Rule	8	23							
<u>S</u> elect a Rule	Туре:									
► Format all cells based on their values										
Format only cells that contain										
🕨 🛏 Format o	only top or bottom ranked values									
🕨 🛏 Format o	only values that are above or below average									
🕨 🛏 Format o	only unique or duplicate values									
🛏 Use a for	mula to determine which cells to format									
	Description: ues where this formula is true:									
=AND(C2<	:>**, C2 <today()-30)< td=""><td></td><th></th></today()-30)<>									
Preview:	AaBbCcYyZz	<u>F</u> ormat	:							
	ОК	Cano	:el							

- Again we will click on "New Rule", New Formatting Rule dialog box will get appear, click on Use a formula to determine which cells to format.
- In last we will enter the formula for (If the cell is less than 30 days from today).
- Enter the formula =AND(C2<>"", C2>TODAY()-60)
- Click on Format and select the Red color.

Edit Formatting Rule	ବୃ	23								
Select a Rule Type:										
Format all cells based on their values										
Format only cells that contain	► Format only cells that contain									
Format only top or bottom ranked values										
Format only values that are above or below average										
Format only unique or duplicate values										
► Use a formula to determine which cells to format										
Edit the Rule Description: Format values where this formula is true:										
=AND(C2<>"", C2>TODAY()-60)										
Preview: AaBbCcYyZz	<u>F</u> orma	it								
ОК	Can	cel								

• Click on Apply and then on ok.



Topic 2:

Find Occurance of Text in a Column through Conditional formatting

http://www.excelforum.com/excel-general/1076335-find-occurance-of-text-in-a-column.html

Question:-

I have 2 workbooks. In workbook (1), I have a column with a few thousand store names. In workbook (2), I have a column with a few hundred store names. The store names are not identical but have the following unique words/numbers: ABC123 etc. I want to identify if a store in workbook (2) exists in workbook (1). I have attached a sample file.

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G1	\cdot : $\times \checkmark f_x$ w	orkbook (2)						
	А	В		С	G		Н	I
1	Workbook (1)	Workbook (1)			Workbook (2)		
2	SUMMERBREEZE SUPERSPAR ABC663	SUMMERBREEZE SUPE	RSPAR ABC663	//	ABC689			
3	SUNRIDGE SUPERSPAR ABC641	SUNRIDGE SUPERSPAR	ABC641		ABC931	· · · · · · · · · · · · · · · · · · ·		
4	TSITSIKAMMA LODGE ABC136689	TSITSIKAMMA LODGE	ABC136689	7	ABCXYZ			
5	WATERFRONT SUPERSPAR ABC689	WATERFRONT SUPERSP	AR ABC689		ABC317			
6	Commercial Road ABC317	Commercial Road ABC	317		ABC641			
7	FYNBOSHOEK CHEESE ABC245097	FYNBOSHOEK CHEESE	ABC245097					
8	GELVANDALE SUPERSPAR ABC931	GELVANDALE SUPERSP	AR ABC931			1		
9								_
10								
11								
12								
13								
14								

In Workbook 2, we have 2 columns, in Which column A contains only series number and in Column B we will get the whole product name through series number, which is common in both data.

To return the whole product number in workbook 2 use below given formula:-

• =IFERROR(IF(G2="","",INDEX(\$B\$2:\$B\$8,MATCH("*"&G2&"*",\$A\$2:\$A\$8,0))),"")

- Press Enter.
- Copy the same formula and paste in the range.

1	А	В	С	G	Н
1	Workbook (1)	Workbook (1)		Workbook (2)	
2	SUMMERBREEZE SUPERSPAR ABC663	SUMMERBREEZE SUPERSPAR ABC663		ABC689	WATERFRONT SUPERSPAR ABC689
3	SUNRIDGE SUPERSPAR ABC641	SUNRIDGE SUPERSPAR ABC641		ABC931	GELVANDALE SUPERSPAR ABC931
1	TSITSIKAMMA LODGE ABC136689	TSITSIKAMMA LODGE ABC136689		ABCXYZ	
5	WATERFRONT SUPERSPAR ABC689	WATERFRONT SUPERSPAR ABC689		ABC317	Commercial Road ABC317
5	Commercial Road ABC317	Commercial Road ABC317		ABC641	SUNRIDGE SUPERSPAR ABC641
7	FYNBOSHOEK CHEESE ABC245097	FYNBOSHOEK CHEESE ABC245097			
3	GELVANDALE SUPERSPAR ABC931	GELVANDALE SUPERSPAR ABC931			

To put the "Conditional Formatting" follow below given steps:-

- When we will click on "Conditional Formatting" drop down list will appear, where we have to select "Manage Rules" dialog box will get open.
- Where we have to click on "New Rule", New Formatting Rule dialog box will get appear, click on Use a formula to determine which cells to format.
- =COUNTIF(\$H\$2:\$H\$8,A2)>0
- Click on Format and select the green color.

New Formatti	ing Rule	ବ	23
Select a Rule	Type:		
► Format a	Il cells based on their values		
🕨 🕨 Format o	only cells that contain		
Format o	only top or bottom ranked values		
Format o	only values that are above or below average		
Format o	only unique or duplicate values		
🛏 Use a for	mula to determine which cells to format		
Edit the Rule	Description:		
F <u>o</u> rmat val	ues where this formula is true:		
=COUNTIF	(\$H\$2:\$H\$8,A2)>0		
Preview:	A - Rh C-V/-Z-	F	
Preview:	AaBbCcYyZz	<u>F</u> orma	it
	OK	Can	cel

• Click on Apply and then on ok.

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1	Workbook (1)		Workbook	(1)							
2	SUMMERBREEZE SU	JPERSPAR ABC66	3 SUMMERBRE	EZE SUPERSP.	AR ABC663						
3	SUNRIDGE SUPERS	PAR ABC641	SUNRIDGE S	SUNRIDGE SUPERSPAR ABC641							
4	TSITSIKAMMA LOD	GE ABC136689	TSITSIKAM	TSITSIKAMMA LODGE ABC136689							
5	WATERFRONT SUP	ERSPAR ABC689	WATERFRON	T SUPERSPAR A	BC689						
6	Commercial Road	ABC317	Commercial	Road ABC317	·						
7	FYNBOSHOEK CHEE	ESE ABC245097	FYNBOSHOE	K CHEESE ABO	245097						
8	GELVANDALE SUPE	RSPAR ABC931	GELVANDAL	E SUPERSPAR	ABC931						
9											
10											
11											
12											

Topic 3:

How to Highlight a row on the basis of Cell

http://www.excelforum.com/excel-programming-vba-macros/1076156-highlighting-a-row-filling-a-rowautomatically-with-a-different-color.html

Question:-

I want to highlight the row which shows the maximum GPA. It has to be happened automatically at the end of GPA calculation. Here it is 21st row with a maximum value of 4.0.

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AA8 🔻 : 🗙	$\bigvee Jx$	=50101((10	18*N8),(O8*	P8),(S8*18),	(U8*V8),(W	8*X8),(¥8*Z	8))/SUM(N8	,P8,18,V8,X	8,28)							
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3 4 gistration N Name					TZG EI	activat			TZG EI	octivos			- TAGE	lectives		
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7	GP	Cr	GP	Cr	GP	Cr	GP	Cr	GP	Cr	GP	Cr	GP	Cr	GP	Cr
8 U/E/2010/00 Aravinda L	2.0	3	3.3	3	4.0	2	2.3	3	2.7	3	2.7	3	3.3	2	3.0	3
9 U/E/2010/01 Aththanaya		3	2.7	3	3.0	2	2.3	3	2.3	3	2.7	3	3.0	2	3.3	3
10 U/E/2010/01Bandara D		3	3.0	3	3.0	2	1.5	3	3.0	3	2.7	3	3.7	2	2.7	3
11 U/E/2010/01 Bandara V	3.0	3	2.3	3	2.7	2	2.3	3	3.3	3	2.7	3	2.7	2	2.7	3
12 U/E/2010/02 Chathuran	2.7	3	3.0	3	3.3	2	3.0	3	3.3	3	3.3	3	3.0	2	3.3	3
13 U/E/2010/03 De Silva H	2.7	3	2.7	3	3.7	2	2.3	3	3.0	3	2.3	3	3.0	2	2.3	3
14 U/E/2010/03 Deshan DI	4.0	3	4.0	3	4.0	2	3.7	3	4.0	3	4.0	3	4.0	2	4.0	3
15 U/E/2010/03 Dissanaya		3	3.7	3	3.3	2	2.3	3	3.0	3	2.7	3	3.0	2	3.3	3
16 U/E/2010/03 Dissanaya		3	4.0	3	3.3	2	2.3	3	3.7	3	3.3	3	2.3	2	2.3	3
17 U/E/2010/04 Edirisinghe	2.0	3	3.0	3	3.7	2	2.0	3	2.7	3	2.0	3			2.7	3
18 U/E/2010/05 Hapuarach	3.0	3	3.0	3	4.0	2	3.0	3	3.7	3	3.0	3	3.3	2	3.3	3
19 U/E/2010/05 Jayarathna	2.3 2.3	3	3.0	3	4.0 4.0	2	3.3 2.3	3	4.0 3.0	3	3.0 2.3	3	3.0	2	3.0 2.0	3
20 U/E/2010/06 Jayasingha	2.3	3	4.0	3	4.0	2	2.3	3	3.0 4.0	3	4.0	3	3.7		2.0	3
21 U/E/2010/06 Jayasinghe	3.7	3	4.0	3	4.0	2	2.7	3	4.0	3	2.3	3	3.7	2	3.7	3
22 U/E/2010/07 Kandage E 23 U/E/2010/08 Kumara D		3	2.3	3	4.0	2	2.7	3	3.3	3	2.3	3	3.7	2	3.0	3
23 IO/E/20 IO/04Kumara D/	2.0	3	2.3	3	3.1	2	1.0	3	3.0	3	2.0	3	3.1	2	3.0	3

In this query users want to highlight the row with the color on the basis of Maximum number in the cell.

In column AA whatever cell is having the maximum DGPA that rows should be highlighted with color.

To resolve this query our expert has given the "Conditional Formatting" option. Now let's see how we can do it through Conditional Formatting:-

- Select the range DGPA AA8:AA46.
- Then click on "Conditional Formatting" drop down list will appear, where we have to select "Manage Rules" dialog box will get open.
- Where we have to click on "New Rule", New Formatting Rule dialog box will get appear, click on Use a formula to determine which cells to format.
- =\$AA8=MAX(\$AA\$15:\$AA\$53)
- Click on Format and select the green color.

Edit Formatti	ng Rule	8 23
<u>S</u> elect a Rule	Туре:	
► Format a	Il cells based on their values	
🛏 Format o	nly cells that contain	
🕨 Format o	nly top or bottom ranked values	
Format o	nly values that are above or below	/ average
Format o	nly unique or duplicate values	
► Use a fo	mula to determine which cells to f	ormat
	Description: ues where this formula is true:	
=\$AA8=M	AX(\$AA\$15:\$AA\$53)	E
Preview:	AaBbCcYyZz	<u>F</u> ormat
	ОК	Cancel

- Click on Format and select the green color.
- Row will get highligt with the selected color.

AA8	*	: 🗙	$\checkmark f_x$	=SUM((N	/8*N8),(O8*	P8),(S8*T8)	,(U8*V8),(W	8*X8),(Y8*Z	8))/SUM(N	18,P8,T8,V8,X	8,Z8)							
	J	К	L	м	N	0	Р	Q	R	S	т	U	V	W	х	Y	Z	AA
13	3	3.0	3	2.3	3	3.0	2	2.3	3			3.3	3	3.0	3			2.89
14	3	4.0	3	4.0	3	4.0	2	4.0	3			4.0	3	4.0	3	4.0	3	4.00
15	3	3.0	3	2.7	3	3.0	2	3.3	3			3.3	3	3.3	3	2.3	3	2.91
16	3	3.7	3	3.3	3	2.3	2	2.3	3			3.3	3	2.7	3	1.5	3	2.64
17	3	2.7	3	2.0	3			2.7	3			3.0	3	2.3	3	1.5	3	2.20
18	3	3.7	3	3.0	3	3.3	2	3.3	3	4.0	3			2.7	3	3.7	3	3.34
19	3	4.0	3	3.0	3	3.0	2	3.0	3	4.0	3	4.0	3	2.0	3	1.5	3	2.91
20	3	3.0	3	2.3	3			2.0	3			3.0	3	2.7	3	1.5	3	2.38
21	3	4.0	3	4.0	3	3.7	2	3.7	3			3.7	3	3.7	3			3.78
22	3	3.3	3	2.3	3	2.7	2	3.0	3			3.3	3	3.3	3			2.92
23	3	3.0	3	2.0	3	3.7	2	3.0	3			3.3	3	2.3	3			2.75
24	3	2.7	3	2.0	3	3.0	2	2.7	3			3.7	3	2.3	3			2.73
25	3	3.7	3	3.7	3	3.3	2	3.7	3			3.7	3	4.0	3	3.3	3	3.62
26	3	3.7	3	3.0	3	3.3	2	2.7	3	4.0	3	3.0	3	4.0	3	3.0	3	3.39
27	3	3.7	3	2.3	3	3.0	2	2.7	3	4.0	3	3.0	3	3.7	3	2.7	3	3.12
28	3	2.7	3	2.7	3	3.0	2	2.7	3			3.0	3	4.0	3			3.19
29		4.0	3	3.7		3.7		3.3				4.0		4.0				3.86
30	3	2.3	3	2.3	3	3.3	2	3.0	3					3.0	3			2.81
31	3	3.7	3	2.7	3	3.7	2	2.7	3			3.3	3	3.3	3			3.21
32	3	4.0	3	4.0	3	3.3	2	3.3	3			3.7	3	3.0	3			3.52
33	3	3.7	3	4.0	3	3.0	2	4.0	3			3.3	3	4.0	3			3.63
34	3	3.3	3	2.3	3	3.0	2	3.7	3			2.7	3	4.0	3	3.3	3	3.06
35	3	3.0	3	2.3	3			2.3	3			3.0	3	2.3	3			2.53

This is the way we can highlight the row on the basis of cell value.

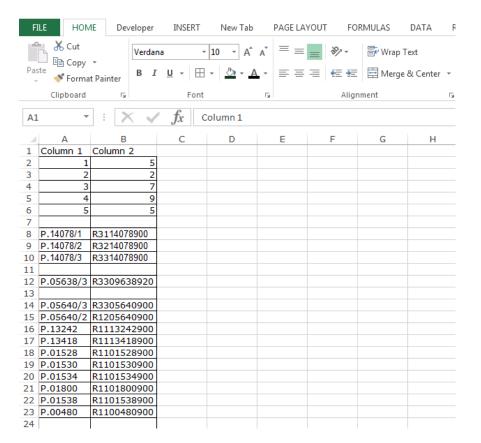
Compare 2 Colomns and return fill red if it is different

http://www.excelforum.com/excel-general/1076097-compare-2-colomns-and-return-fill-red-if-isdifferent.html

Question:-

I want to compare 2 columns(A coulomn and B columns) if data in columns B is different i want to change to red color.

I ask you a simple version for my problem but the problem is little more difficult I want to compare a list of coulomns A and B for example P.12242 with R1112242900 ; 12242 is common number



In the above mentioned query user want to compare two columns, in which he wants where the cells are not same in the both column that should be highlighted with the Red color.

Our Excel expert has given very nice reply and resolve his problem. Let's see how we can do compare two columns through Conditional Formatting.

- Select the both columns Column A and B.
- Then click on "Conditional Formatting" drop down list will appear, where we have to select "Manage Rules" dialog box will get open.
- Where we have to click on "New Rule", New Formatting Rule dialog box will get appear, click on Use a formula to determine which cells to format.
- =MID(\$A2,3,5)<>MID(\$B2,4,5)
- Click on Format and select the Red color.

New Formatting	Rule	8 23
<u>S</u> elect a Rule T	/pe:	
► Format all	cells based on their values	
Format on	y cells that contain	
Format onl	y top or bottom ranked values	
Format on	y values that are above or below av	erage
Format on	y unique or duplicate values	
🛏 Use a form	ula to determine which cells to form	at
Edit the Rule D	escription: s where this formula is true:	
= MID(\$A7,3,	5) < > MID(\$B7,4,5)	
Preview:	AaBbCcYyZz	<u>F</u> ormat
	ОК	Cancel

- Click on ok.
- Then Click on Apply, and ok.

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	P.14078/3	R331407	8900											
10														
	P.05638/3	R330963	38920											
12														
	P.05640/3													
	P.05640/2													
	P.13242	R111324												
	P.13418	R111341												
	P.01528	R110152												
	P.01530	R110153												
	P.01534	R110153												
	P.01800	R110180												
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If the cells will not matched in both of the columns then it will get highlighted with the Red color.

This the way we can use the Conditional Formatting to compare the two columns with each other.

How to check the row and then highlight the first cell of the row

http://www.excelforum.com/excel-formulas-and-functions/1075698-conditional-formating.html

Question:-

I have created task completed YES/NO excel sheet. I have used conditional formatting as you can see, YES turns Green, No turns Red. There are task for 5 Stores.I need to use conditional formatting in cell A2:A11 with following condition:

If any cell in particular task is incomplete (NO) then highlight cell in column A RED otherwise turn Green. Basically looking at the data cell A2,A5,A8 needs to turn green and rest needs to turn Red

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1		1	2	3	4	5						
2	Store Monthly Report	Yes	Yes	YES	YES	Yes						
3	Sales Tax	Yes	Yes	No	No	Yes						
4	State WH Tax	Yes	Yes	No	No	Yes						
5	941 Filing	Yes	Yes	Yes	Yes	Yes						
6	Bank Statement Reconcile	Yes	Yes	No	No	No						
7	PNL and Balance Sheet	Yes	Yes	No	No	No						
8	941 Qtry Report	Yes	Yes	Yes	Yes	Yes						
9	State WH Tax Qtry Repor	Yes	Yes	No	No	Yes						
10	DOL Qtry Report	Yes	Yes	Yes	Yes	Yes						
11	Misc Task	No	Yes	Yes	No	No						
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To highlight the cells on the basis of rows, follow below given steps:-

- Select the both columns Column A and B.
- Then click on "Conditional Formatting" drop down list will appear, where we have to select "Manage Rules" dialog box will get open.

- Where we have to click on "New Rule", New Formatting Rule dialog box will get appear, click on Use a formula to determine which cells to format.
- To highlight the cell for "YES" enter the formula.
- =COUNTIF(B2:F2,"Yes")=5
- Click on Format and select the Green color.

Edit Formatti	ng Rule	9	23
<u>S</u> elect a Rule	Туре:		
► Format a	Il cells based on their values		
Format o	nly cells that contain		
Format o	nly top or bottom ranked values		
🕨 🛏 Format o	nly values that are above or below average		
Format o	nly unique or duplicate values		
🕨 Use a for	mula to determine which cells to format		
	Description:		
= COUNTIF	(B2:F2, "Yes")=5		
Preview:	AaBbCcYyZz	<u>F</u> orma	ıt
	ОК	Can	cel

- Click on ok.
- To highlight the cell for "NO" enter the formula.
- =COUNTIF(B2:F2,"Yes")=5
- Click on Format and select the Red color.

Edit Formatt	ing Rule	9 XX
<u>S</u> elect a Rul	e Type:	
► Format	all cells based on their values	
🕨 🛏 Format	only cells that contain	
🕨 🛏 Format	only top or bottom ranked values	
🕨 🛏 Format	only values that are above or below average	
🕨 🛏 Format	only unique or duplicate values	
🛏 Use a fo	ormula to determine which cells to format	
	le Description:	
F <u>o</u> rmat va	lues where this formula is true:	
=COUNT	IF(B2:F2, "No")	
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- Click on ok.
- Then click on Apply, and ok.

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3 Sales	s Tax	Yes	Yes	No	No	Yes							
4 Stat	e WH Tax	Yes	Yes	No	No	Yes							
5 941	Filing	Yes	Yes	Yes	Yes	Yes							
	Statement Reconc	Yes	Yes	No	No	No							
7 PNL	and Balance Sheet	Yes	Yes	No	No	No							
	Qtry Report	Yes	Yes	Yes	Yes	Yes							
	e WH Tax Qtry Repo		Yes	No	No	Yes							
	Qtry Report	Yes	Yes	Yes	Yes	Yes							
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Highlight Cells Tomorrow Excluding Weekend

http://www.excelforum.com/excel-general/1077310-highlight-cells-tomorrowexcluding-weekend.html

Question:-

I have dates entered manually down the C column and i use the standard highlight rule to color the cells i.e. today. Tomorrow and Yesterday. Now my issue is come Friday in the week I wish to have Mondays date highlighted as Tomorrow so it has excluded the weekend. The standard conditional formatting for when date occurs won't work in this instance and I have tried at least 20 formulas from forums etc.

What am I doing wrong? Or is there a simpler way? I just wish it to not count any weekends and make Friday 1 and Monday the day after so it will highlight as if it was tomorrow

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2		610182	14-Apr-1	5 N	TH BOX					
3		610177	20-Apr-1	5 D	EL 4					
4		609998	18-May-1	.5 N	1EZ					
5		609966	11-May-1	.5 D	EL 2H					
6		609603	7-May-19	i D	EL 1					
7		609272	4-May-15	5 N	/IEZ					
8		604183	1-May-19	5 N	/IEZ					
9		607467	7-Jul-15	N	ATTS BO	х				
10		608323	16-Apr-1	5 N	/IEZ					
11		609265	3-May-15	5 N	1EZ					
12		609813	6-May-15	i D	EL 4					
13		609963	17-Apr-1	5 D	EL 1					
14		610053	24-Apr-1	5 D	EL 5					
15		610176	20-Apr-1	5 D	EL 4					
16		610290	11-May-1	5 N	IEZ					
17		610482	14-May-1	.5 N	1EZ					
18		609336	19-Apr-1	5 D	EL 5					
19		610177	20-Apr-1	5 D	EL 4					
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To resolve this problem, Our Expert has used the combinations of formulas:- "TODAY", "WORKDAY" and "IF" functions.

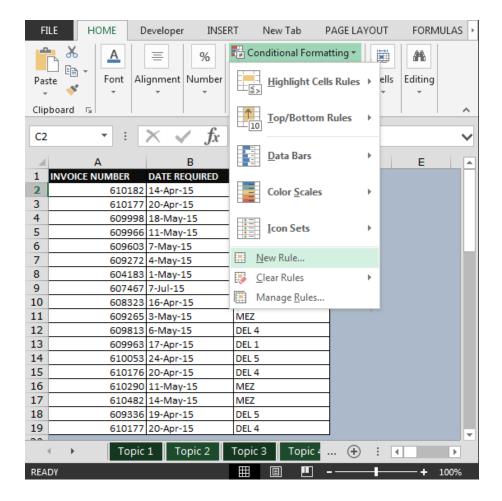
"TODAY" function will help to return the today date.

"IF" function will help to check the condition and then will perform accordingly.

"WORKDAY" function will help to return the serial number of the date before or after a specified number of workdays.

To highlight the tomorrow date we will use the combination of formula in conditional formatting option, follow below given steps:-

 Go to Home tab, select "Conditional Formatting" under the Styles group and select "New Rule".



- Select the range of Date.
- "New Formatting Rule" dialog box will get appear.
- Click on "Use a formula to determine which cells to format".
- Then enter the formula:- =IF(TODAY()+1=WORKDAY(B2,0,2),TODAY()+1,"")

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11 12 13 14 15 16 17	Preview:	AaBbCo	YyZz OK	<u>E</u> ormat Cancel		
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• Tomorrow date will get highlighted, but if there is weekend tomorrow then it will not be highlighted.

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2	610182	14-Apr-15	NTH BOX		
3		20-Apr-15	DEL 4	_	
4		18-May-15	MEZ	_	
5		11-May-15	DEL 2H	_	
6		7-May-15	DEL 1	_	
7		4-May-15	MEZ	_	
8		1-May-15	MEZ	_	
9		7-Jul-15	MATTS BOX	-	
10		16-Apr-15	MEZ	-	
11		3-May-15	MEZ	-	
12		6-May-15	DEL 4	-	
13		17-Apr-15	DEL 1	-	
14		24-Apr-15	DEL 5	-	
15		20-Apr-15	DEL 4	-	
16		11-May-15	MEZ	-	
17		14-May-15	MEZ	-	
18		19-Apr-15	DEL 5		
19	610177	20-Apr-15	DEL 4		
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Conditional Formatting to Mark Dates on a Calendar

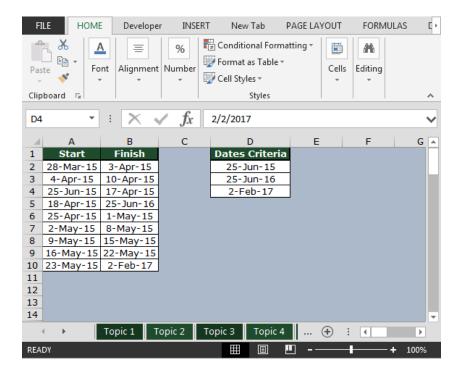
http://www.excelforum.com/excel-formulas-and-functions/1077491-conditional-formatting-to-markdates-on-a-calendar.html

Question:-

I have a calendar that I want to mark the dates as per the listed Date Criteria. I thought conditional formatting would be the best way, however can't seem to find a way.

Following is the list of start & finish dates in column A & B

We want conditional formatting to highlight dates that matches Dates Criteria in column D; refer below snapshot

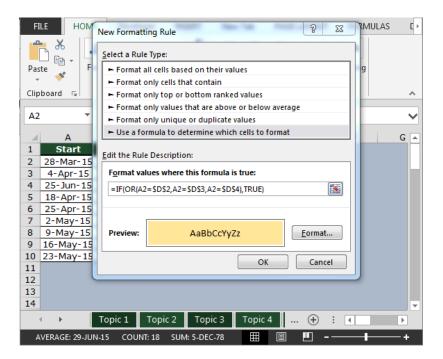


We need to follow the below steps:

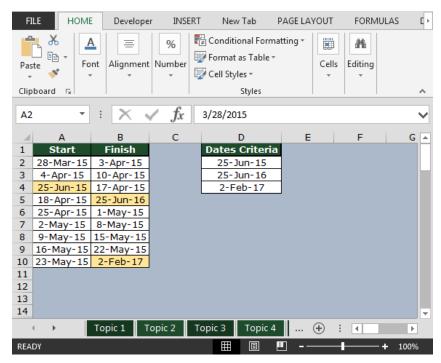
- Select range A2:B10
- Click on Home ribbon; from Styles group select Conditional Formatting or use shortcut key ALT + O + D

Conditional Formatting Rules Ma	nager		<u>ନ୍</u>
Show formatting rules for:	ent Selection		
🔝 <u>N</u> ew Rule	ile X Delete R	ule 🔺 💌	
Rule (applied in order shown)	Format	Applies to	Stop If True

- Click on New Rule
- Select "Use a formula to determine which cells to format"
- Enter the formula as =IF(OR(A2=\$D\$2,A2=\$D\$3,A2=\$D\$4),TRUE)



- Click on Format & select the color of your choice
- Click on Ok button twice; we will get the require result



Counting the Length of Characters in a Cell before a Particular Character

http://www.excelforum.com/excel-general/818753-counting-the-length-of-characters-in-acell-before-a-particular-character.html

Question:-

I am trying to highlight cells that contain an X number of characters before the - sign. For e.g... Let's say I have a list like this:

12-2929 0993-2929 00992-2939 10-2929

from the above list I would like to highlight cells that contain 2 characters before the dash, i.e., 12-2929 and 10-2929. I was wondering, what would be the best way of doing this via conditional formatting or using the Len formula in combination with another formula?

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1	12-2	929											
2	0993	-2929											
3	0099	2-293	9										
4	10-2	929											
5													
6													

- Select the range & press ALT + O + D
- New Formatting Rule window will be pop up

New Formatting Rule	? 💌
Select a Rule Type:	
Format all cells based on their values	
 Format only cells that contain 	
 Format only top or bottom ranked values 	
 Format only values that are above or below average 	
 Format only unique or duplicate values 	
Use a formula to determine which cells to format	
Edit the Rule Description:	
Format all cells based on their values:	
Format Style: 2-Color Scale	
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Value: (Lowest value)	(Highest value)
Color:	-
Preview:	
	OK Cancel

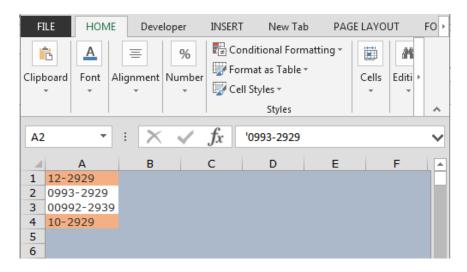
• Select "Use a formula to determine which cells to format"

New Formatt	ting Rule 🔹 🔹 🔹
<u>S</u> elect a Rule	Type:
► Format a	Il cells based on their values
Format o	only cells that contain
🕨 Format o	only top or bottom ranked values
🕨 Format o	only values that are above or below average
🛏 Format o	only unique or duplicate values
🛏 Use a for	rmula to determine which cells to format
Edit the Rule	Description:
F <u>o</u> rmat val	ues where this formula is true:
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	OK Cancel

• Enter the formula as =FIND("-",A1)-1=2

New Format	ting Rule	? 💌
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🕨 Format a	Il cells based on their values	
🕨 Format o	only cells that contain	
Format o	only top or bottom ranked values	
Format o	only values that are above or below average	
Format o	only unique or duplicate values	
🛏 Use a fo	rmula to determine which cells to format	
	e Description: lues where this formula is true:	
=FIND("-",	A1)-1=2	
Preview:	No Format Set	ormat
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- Click on Format & fill the color of your choice.
- You will get the desired result.

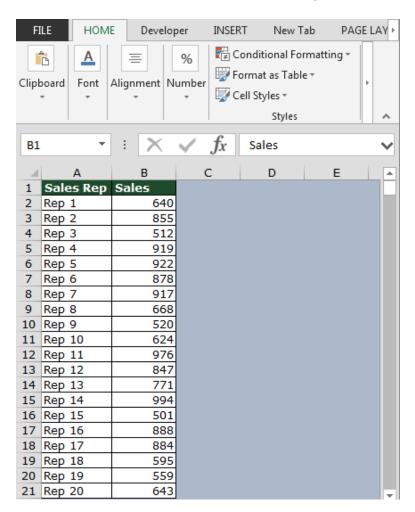


Highlight the Top 10 Sales through Conditional Formatting

http://www.excelforum.com/showthread.php?t=1077896&p=4047123#post4047123

Question:-

I have a list of sales in which I have sales amount. I want to highlight the top sales on the basis of sales amount, how I can do it through "Conditional Formatting".



Follow below given steps to highlight the top 10 sales:-

 Select the range A2:B21 & press ALT + O + D shortcut key to open Conditional Formatting Rules Manager.

Conditional Formatting Rules Manager		? <mark>×</mark>
Show formatting rules for:		
New Rule Edit Rule X Delete Rule	•	
Rule (applied in order shown) Format	Applies to	Stop If True
	OK Close	Apply

• Click on New Rule; New Formatting Rule window will appear

New Formatting Rule	? 💌
Select a Rule Type:	
Format all cells based on their values	
Format only cells that contain	
Format only top or bottom ranked values	
► Format only values that are above or below average	
 Format only unique or duplicate values 	
► Use a formula to determine which cells to format	
Edit the Rule Description:	
Format Style: 2-Color Scale	
Minimum	Maximum
Type: Lowest Value	Highest Value 🗨
Value: (Lowest value)	(Highest value)
Color:	•
Preview:	
	OK Cancel

- Select "Use a formula to determine which cells to format"
- In "Format values where this formula is true" enter the following formula
- =\$B2>=LARGE(\$B\$2:\$B\$21,10)

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		🕨 🛏 Fo	rmat only	y value	es that are above or below average		~
		🛏 Fo	rmat only	y uniq	ue or duplicate values		
B2		🛏 Us	e a formu	ula to	determine which cells to format		\sim
		E dit th	e Rule D	occrim	tion		
1	Sale		ie Rule Di	escrip	tion:		
2	Rep	F <u>o</u> rn	nat value	s whe	re this formula is true:		
3	Rep	=\$B	2>=LARG	SE(\$B\$	\$2:\$B\$21,10)	1	
4	Rep						
5	Rep						
6	Rep	Prev			A a D b C a V u Z a	Format	
7	Rep	Piev	iew:		AaBbCcYyZz	<u>F</u> ormat	
8	Rep						
10	Rep Rep				OK	Cancel	
11	Rep 1	0		624			
12	Rep 1			976			
13	Rep 1			847			
14	Rep 1	.3		771			
15	Rep 1	4		994			
16	Rep 1			501			
17	Rep 1			888			
18	Rep 1			884			
19	Rep 1	.8		595			-

- Click on Format & pick the color of your choice.
- Click on Ok button twice you will see Conditional Formatting gets applied on the selected range of cells refer below snapshot

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3	Rep 2	855 512					
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6	Rep 5	922					
7	Rep 6	878					
8	Rep 7	917					
9	Rep 8	668					
10	Rep 9	520					
11	Rep 10	624					
12	Rep 11	976					
13	Rep 12	847					
14	Rep 13	771					
15	Rep 14	994					
16 17	Rep 15 Rep 16	501 888					
18	Rep 10	884					
19	Rep 18	595					
							T

In this way we can highlight top 10 or any value from large amount of data using conditional formatting

feature of excel.

Conditional Formatting for Pivot Tables

http://www.excelforum.com/excel-general/1077420-conditional-formatting-for-pivottables.html

Question:-

I have months in my pivot table and years (in the row column). How can I set up conditional formatting JUST on the month values?

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	А	в	с	D	E	F		G		н	I	J	к	
1	Year	Month	Impressions	Clicks			Sum of 1	(mpress	ions Colu	ımn Labels	-			
2	FY_2014	Jan	179381	10995			Row Lab	els	🔻 Jan		Feb	Mar	Grand Total	
3	FY_2014	Jan	234299	9880			FY_2014			4219	06 5542	5 4022	5 517556	
4	FY_2015	Jan	4659	516			FY_2015			106	34 6132	9 3383	5 105799	
5	FY_2015	Jan	5975	511			Grand To	otal		4325	40 11675	7406	623355	
6	FY_2014	Jan	8226	508										
7	FY_2014	Feb	21072	3339										
8	FY_2014	Feb	16839	3188										
9	FY_2014	Feb	2444	819										
10	FY_2014	Feb	7186	815										
11	FY_2014	Feb	7884	813										
12	FY_2015	Feb	7542	3550										
13	FY_2015	Feb	26436	3325										
14	FY_2015	Feb	18155	3036										
15	FY_2015	Feb	9196	2460										
16	FY_2015	Mar	13706	1329										
17	FY_2015	Mar	10208	1291										
18	FY_2015	Mar	9922	1210										
19	FY_2014	Mar	21019	1203										
20	FY_2014	Mar	3442	1186										
21	FY_2014	Mar	15764	1168										

We want to highlight the maximum immpression in the range in "Pivot Table".

Follow below given steps:-

- Select the range H3:J3.
- Then click on "Conditional Formatting" drop down list will appear, where we have to select "Manage Rules" dialog box will get open.
- Select "This PivotTable" from the drop down list of Show formatting rules for:-

1	Conditional Formatting Rules Ma	anager		8 X
	Show formatting rules for: Thi	s PivotTable 💌		
	🔝 <u>N</u> ew Rule 📴 <u>E</u> dit F	ule <u>D</u> elete Rule	•	
	Rule (applied in order shown)	Format	Applies to	Stop If True
	📝 Top 1 - All Values	AaBbCcYyZz	Sum of Impressions, Year Month	
			OK Close	Apply

- Click on "New Rule", then define the range where we want to apply the rule.
- Select value:- Top 1 and then format it with Green color.

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A	В	С	D		All cells showing	g "Sum of Impressio	ons" values				ĸ	
1 Year	Month	Impressions	Clicks		All cells showing	g "Sum of Impressio	ons" values for	"Year" and "	'Month"			
2 FY_2014	Jan	179381	10995	Col.	ect a Rule Type:	- ·					Grand Total	
3 FY_2014	Jan	234299	9880								517556	
4 FY_2015	Jan	4659	516		Format all cells bas						105799	
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• Maximum number will get highlighted in the list.

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Note:- Whenever we will referesh the pivot table after add the data in table, conditional formatting will be applicable accordingly

Conditional Format Between First and Last Non-Blank Cells

http://www.excelforum.com/showthread.php?t=1077928&p=4047438#post4047438

Question:-

I need to conditionally format cells that are between first non-blank and last non-blank in column wise...

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User want to highlight the range from the first non blank cell till the last non blank cell in the columns of data 1, 2, and 3.

In the Data 1, follow below given steps:-

- Select the range B4:B24
- Then click on "Conditional Formatting" drop down list will appear, where we have to select "Manage Rules" dialog box will get open.

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- Click on "New Rule", then Select Use a formula to determine which cells to format.
- Enter the formula in formula tab :-

=AND(OR(\$B4<>"",COUNTA(\$B4:\$B\$5)),COUNTA(\$B4:\$B\$25)>0)

• Click on the format tab, select the green color.

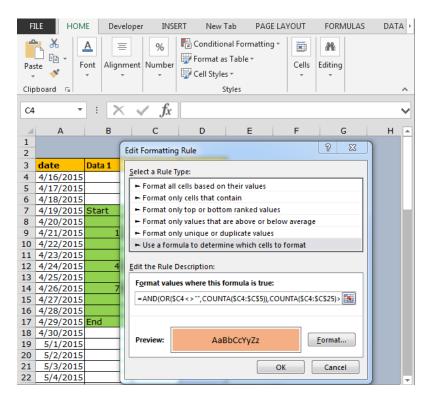
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• Range will get highlighted from where data is getting start and till the last active cell.

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In the Data 2, follow below given steps:-

- Select the range C4:C24
- Then click on "Conditional Formatting" drop down list will appear, where we have to select "Manage Rules" dialog box will get open.
- Click on "New Rule", then Select Use a formula to determine which cells to format.
- Enter the formula in formula tab : =AND(OR(\$C4<>"",COUNTA(\$C4:\$C\$5)),COUNTA(\$C4:\$C\$25)>0)
- Click on the format tab, select the Orange color.



• Range will get highlighted from where data is getting start and till the last active cell.

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In the Data 3, follow below given steps:-

- Select the range D4:D24
- Then click on "Conditional Formatting" drop down list will appear, where we have to select "Manage Rules" dialog box will get open.
- Click on "New Rule", then Select Use a formula to determine which cells to format.
- Enter the formula in formula tab : =AND(OR(\$D4<>"",COUNTA(\$D4:\$D\$5)),COUNTA(\$D4:\$D\$25)>0)
- Click on the format tab, select the yellow color.

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5 4/17/2015	Select a Rule Type:	
6 4/18/2015	Format all cells based on their values	
7 4/19/2015 S	Format only cells that contain	
8 4/20/2015	Format only top or bottom ranked values	
9 4/21/2015	 Format only values that are above or below average 	
10 4/22/2015	Format only unique or duplicate values	
11 4/23/2015	Use a formula to determine which cells to format	
12 4/24/2015		
13 4/25/2015	Edit the Rule Description:	
14 4/26/2015		
15 4/27/2015 16 4/28/2015	Format values where this formula is true:	
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• Range will get highlighted from where data is getting start and till the last active cell.

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