

Conditional Formatting

What is Conditional Formatting?

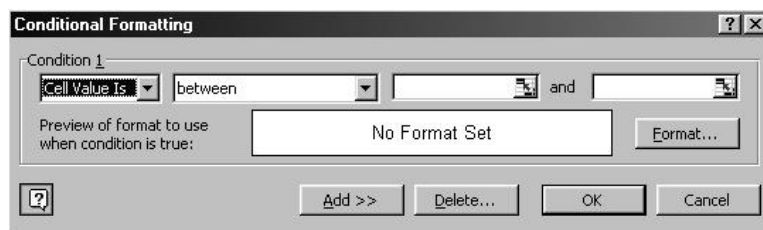
Conditional Formatting makes Excel automatically change the format of a particular cell based on criteria that you set.

For example: we want all of the values under a particular threshold to be **bold** to flag up that they need re-ordering, and all values over a certain amount to be *italic* to highlight that they are over-stocked.

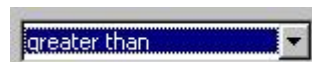
	A	B	C	D	E
1	Wine Trader	Wine	Stock Level in Cases		Key
2	Clarks and Fencers	Chateau Bateau	120		Stock Too Low - Re-Order
3	Wine Warehouse	Monti Spumasti	90		Stock Level OK
4	The Grapestore	Bullocks Blood	110		<i>Stock level Too High - Promote</i>
5	Wine Warehouse	Chateau L.A	10		
6	D W Griffiths	Klaritt	25		
7	Foodcenta	Celvollispella	60		
8	Quality Wines	Chateau Clumpet	98		
9	Foodcenta	Leibfrauwasser	84		
10	Pricecrash Cash & Carry	La Fiat Dore	38		
11	Sutherlands	Chateau Black Forest	100		
12	Quality Wines	La Fiat Dore	150		
13	Pricecrash Cash & Carry	Chateau Black Forest	160		
14	D W Griffiths	Monti Spumasti	40		
15	D W Griffiths	Leibfrauwasser	28		

Applying Conditional Formatting

1. Select the cells you wish to apply conditional formatting to
2. Click on the Format menu
3. Click on Conditional Formatting
4. Click on the first dropdown arrow and select 'Formula Is' Or 'Cell Value Is'



5. Change the operator as appropriate, e.g.

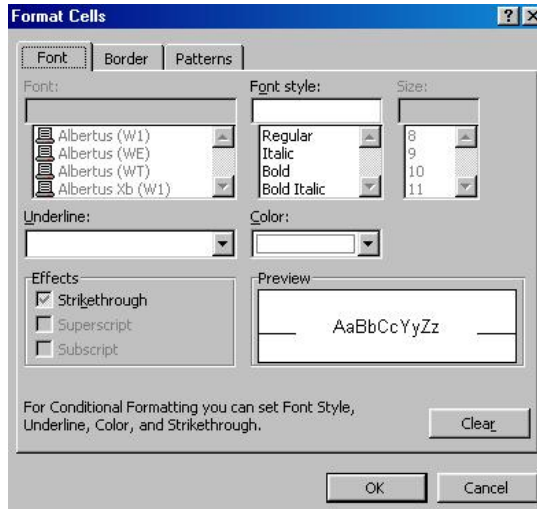


6. Enter the value or cell reference in the next box, e.g.



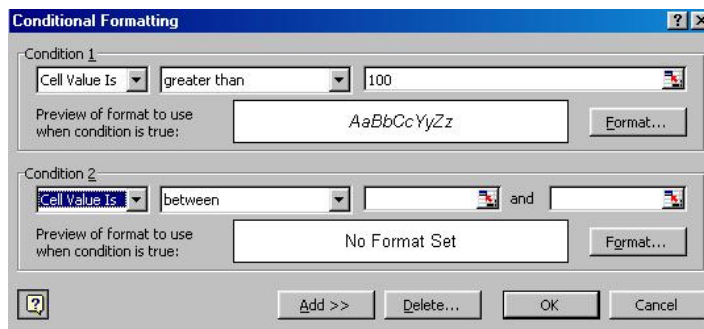
7. Click on the  button

8. Change the format as required



9. Click OK

10. Click Add (if you have further criteria)



11. Repeat steps 4 – 8 as appropriate

12. Click OK (once you have added all of your criteria)

Note: if you change the values on your spreadsheet the formatting will change to reflect the Conditional formatting that has been set.