

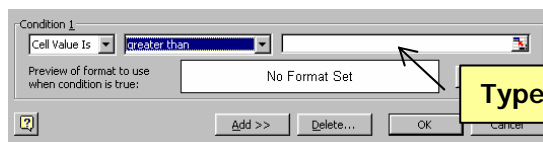
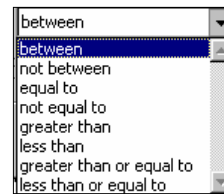
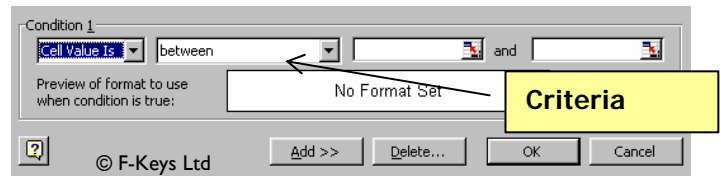
You can apply formats to cells based on cell values. For example, you can have sales figures that drop below a certain level display in a colour so that they are easily recognisable.

In the example on the right, conditional formatting has been applied to sales over £1,000.00

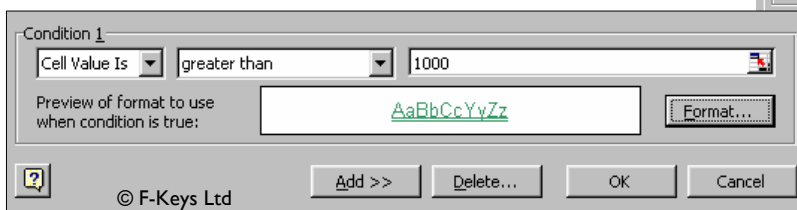
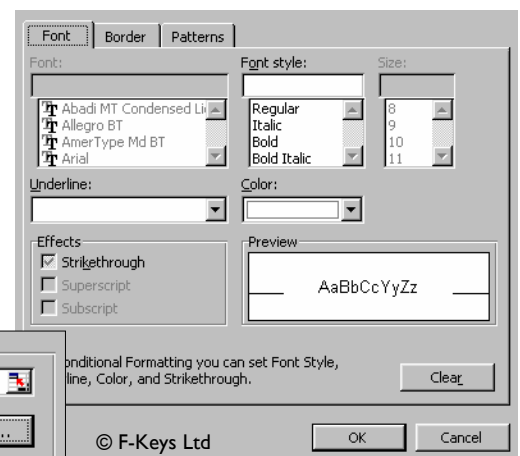
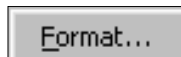
Petrol Station	£2,400.00	Sarah Jacobs
Petrol Station	£2,500.00	Ned Western
Petrol Station	£1,800.00	Ned Western
Petrol Station	£890.00	Laura Harrison
Petrol Station	£1,400.00	Ned Western
Petrol Station	£1,800.00	Sarah Jacobs
Petrol Station	£500.00	Laura Harrison
Petrol Station	£1,200.00	Sarah Jacobs
Petrol Station	£590.00	Laura Harrison
Petrol Station	£990.00	Laura Harrison
Petrol Station	£390.00	Sarah Jacobs
Petrol Station	£780.00	Laura Harrison
Petrol Station	£1,300.00	Ned Western
Petrol Station	£1,750.00	Laura Harrison
Petrol Station	£790.00	Laura Harrison
Petrol Station	£1,690.00	Sarah Jacobs
Petrol Station	£1,700.00	Ned Western
Petrol Station	£1,500.00	Ned Western

Setting Conditional Formatting

- Select the column that you want to apply formatting to
- From the Format menu, select Conditional Formatting
- Click on the arrow next to the criteria box
- Select the condition you want to use from the list
(In the example, Greater Than was selected)
You can define up to 3 different conditions depending on which operator is selected
- Type in the value in the second box (In the example 1000 was typed in)



- Click on the Format button
- Select the formatting you want your selected cells to display in. This could be different font, font size, colour of font, underlining etc.
- Click OK
- A preview of the formatting attributes is shown in the preview pane.



- Click OK to accept the conditional formatting

Delete a conditional format

- Select the cells containing the conditional formatting
- From the Format menu, select Conditional Formatting
- Click on the Delete button, the Delete Condition box will display
- Click next to Condition 1
- Click OK