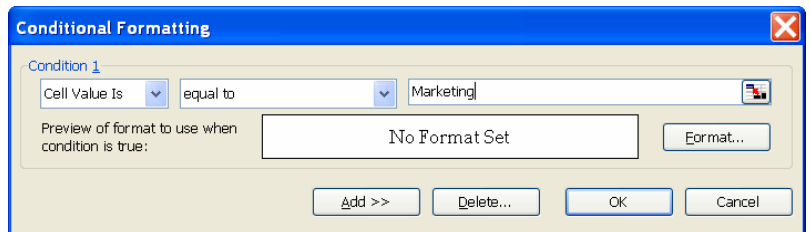


## CONDITIONAL FORMATTING

Conditional Formatting is used to apply a specific format to the cells in the database that meet specific criteria. It is possible to specify conditional formatting for data that meets one criteria or that meets more than one criterion. This document explains the ways to apply this formatting. For this exercise, you will use the Database Exercise workbook that you used in the other lessons.

### With One Criteria

- ❖ Select the cells **D8** through **D44**.
- ❖ Click **Format** on the **Menu Bar**.
- ❖ Click **Conditional Formatting** from the list.
- ❖ This will open the the **Conditional Formatting** dialog box.
- ❖ In the **first** box, accept the default **Cell Value Is**.
- ❖ In the **second** box, select **equal to**.
- ❖ In the **third** box, input **Marketing**.
- ❖ This will apply the format to the cells in the selected range that are equal to Marketing.
- ❖ Click the **Format** button.
- ❖ Change the **Font Style** to **Bold**.
- ❖ Click the **Color** drop-down list arrow and pick a different color for the **Font**.
- ❖ Click **Bold** under **Font Style**.
- ❖ Click the **OK** button in the **Format Cells** dialog box.
- ❖ Click the **OK** button in the **Conditional Formatting** dialog box.
- ❖ The formatting for the **Marketing Department** should be in bold and in the color specified.



### With Two Criteria

- ❖ Select the cell range **F8** through **F44**.
- ❖ Click **Format** on the **Menu Bar**.
- ❖ Click **Conditional Formatting** from the list of options.
- ❖ In the **first** box, accept the default **Cell Value Is**.
- ❖ In the second box, select **between**.
- ❖ In the **third** box, input **30000**.
- ❖ In the **fourth** box, input **39000**.
- ❖ This will change the formatting for all cells where the value is between the specified criteria.
- ❖ Click the **Format** button.
- ❖ Click the **Patterns** tab.
- ❖ Choose a **blue** color from the **Color Palette**.
- ❖ Change the **Font Color** to **light turquoise**.
- ❖ Click **OK** to exit the dialog box.
- ❖ Click the **Add** box in the **Conditional Formatting** dialog box to specify another criterion.
- ❖ The criterion is going to be **greater than 40000**.
- ❖ Select the proper boxes that need to be used to specify the criteria.
- ❖ Change the **Font Color** to **white** and the **Pattern** to **Dark Blue**.
- ❖ Click **OK** twice to exit both dialog boxes.

