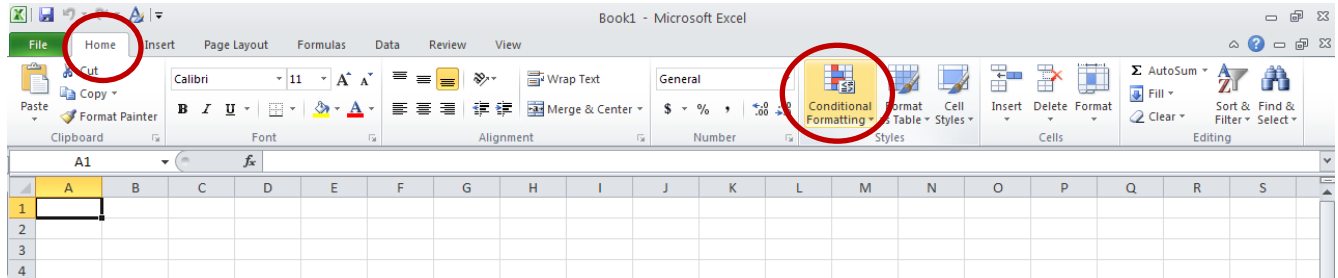


Conditional Formatting Tool (Finding Data)

When worksheets can contain large sets of data, highlighting specific values in a format different from the rest of the worksheet data can make those values stand out. This can be useful in a report or to help you find the specific data.

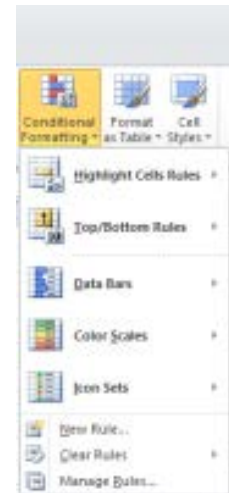
Conditional Formatting:

Conditional Formatting Tools are found on the *Home* ribbon in the *Styles* menu.



Clicking on the Conditional Formatting button will open the drop-down menu. There are several different highlighting options, each depends on the data you want highlighted.

- **Highlight Cells Rules:** Highlights cells based on a given condition.
Example: Cells less than 50 or duplicate cells.
- **Top/Bottom Rules:** Highlights cells based on statistics.
Example: Top 10% cells, bottom 10 cells, or above or below the average.
- **Data Bars:** Highlights cells based on that cell relation to the others in the list.
Will resemble a Bar Graph.
- **Color Scales:** Highlights cells based on that cell relation to the others in the list.
Will group cells by color.
- **Icon Sets:** Add Icon [picture] to cells with given conditions.
- There are also management options for conditional formatting.



Examples:

The examples use two lists - an active employee list and a list of expenses. For each example you need to ask yourself, “What conditions or data are you looking for and what is the unique identifier?”

Example 1: How many Student Assistants are employed in two or more positions?

Condition/Data	Unique Identifier
Student Assistants	Pay Group - 54T
Same employee hired more than once	Duplicate Employee IDs
Split Funded Positions	Percent of Distribution not equal to 100

1. Select the Pay Group column, then click on Conditional Formatting \ Highlight Cells \ Equal to . . . and fill in 54T then OK. At this point you can also adjust the formatting. The example uses the default setting. You should see some of the cells highlighted.
2. Next select the Employee ID column, then click on Conditional Formatting \ Highlight Cells \ Duplicate Values and OK. You also have the opposite option [Unique Values].
3. Filter the data. If you filter by the highlight [color] in Employee ID, the list will be all Employee ID in

more than one position. If you filter by the highlight [color] in Pay Group, the list will be all Student Assistants. Filtering by both gives you the list of student in more than one position.

Example 2: What is the bottom 7% of our supply budget for the first three months? And what are the Top 10 changes?

Condition/Data	Unique Identifier
Highest Supply Expenses	Highest 10 entries
Lowest Supply Expenses	Lowest 7% of all entries

1. Select the Amount column, then click on Conditional Formatting \ Top/Bottom Rules \ Top 10 and OK. You have option to change the number. You should see that some of the cells highlighted.
2. Select the Amount column, then click on Conditional Formatting \ Top/Bottom Rules \ Bottom 10%. Change the 10 to 7 then click OK.