Excel Easy
#1 Excel tutorial on the net

Excel   **Introduction**   **Basics**   **Functions**   **Data Analysis**   **VBA**   **300 Examples**   **Ask us**
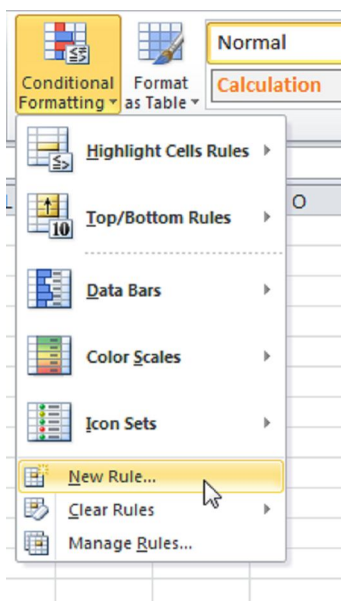
New Rule   Follow   9.7k

If the Highlight Cells Rules, Top/Bottom Rules, Data Bars, Color Scales and Icon Sets are not sufficient, you can create a new rule. For example, highlight the codes below that occur more than once in the range A2:A10 <u>and</u> have a score greater than 100.

1. Select the range A2:A10.

	A	B	C
1	Code	Score	
2	A	4	
3	B	14	
4	C	31	
5	A	150	
6	D	6	
7	D	50	
8	D	42	
9	E	120	
10	B	22	
11			
12			

2. On the Home tab, click Conditional Formatting, New Rule...

Conditional Formatting / Format as Table

Normal
Calculation

- Highlight Cells Rules
- Top/Bottom Rules
- Data Bars
- Color Scales
- Icon Sets
- New Rule...
- Clear Rules
- Manage Rules...

Chapter

Conditional Formatting

Learn more, it's easy

Manage Rules

Data Bars

Color Scales

Icon Sets

New Rule

Find Duplicates

Shade Alternate Rows

Compare Two Lists
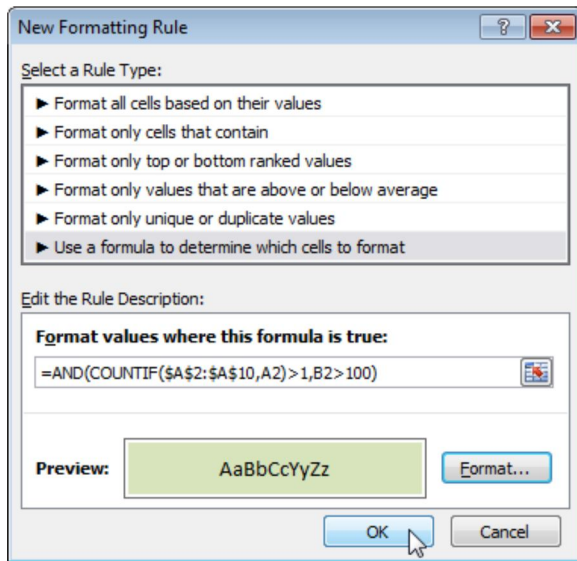
Conflicting Rules

Checklist

Download Excel File

new-rule.xlsx

Follow Excel Easy

Note: Highlight Cells Rules, Top/Bottom Rules, Data Bars, Color Scales and Icon Sets above are shortcuts. They can also be found under New Rule.

3. Click on 'Use a formula to determine which cells to format'.

4. Enter the formula =AND(COUNTIF($A$2:$A$10,A2)>1,B2>100)

5. Select a formatting style and click OK.

Result. Excel formats cell A5 because code A occurs more than once in the range A2:A10 and the value 150 in cell B5 is greater than 100.

Explanation: COUNTIF($A$2:$A$10,A2) counts the number of codes in the range A2:A10 that are equal to the code in cell A2. If COUNTIF($A$2:$A$10,A2) > 1 and B2 > 100, Excel formats cell A2. Because we selected the range A2:A10 before we clicked on Conditional Formatting, Excel automatically copies the formula to the other cells. Thus, cell A3 contains the formula =AND(COUNTIF($A$2:$A$10,A3)>1,B3>100), cell A4 =AND(COUNTIF($A$2:$A$10,A4)>1,B4>100), etc. Notice how we created an absolute reference ($A$2:$A$10) to fix this reference.

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Learn more about conditional formatting, use the side menu >>

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