How to Change the Color of a Cell based on the Value in the Cell in Excel
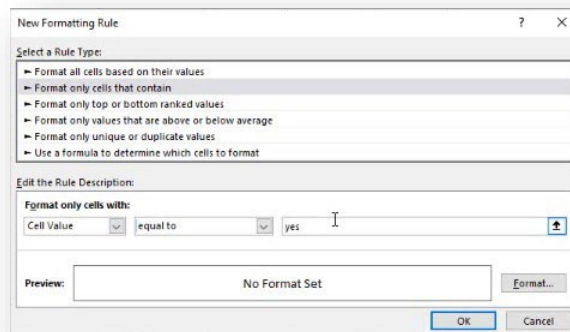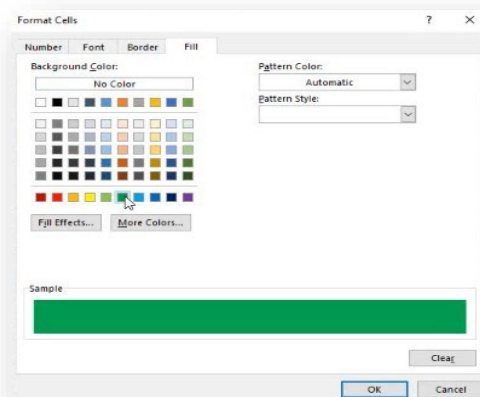
1. Click in the desired cell.
   a. Click on the Home tab>Conditional Formatting>New Rule

2. Select "Format only cells that contain"
   a. The first dropdown menu should say "Cell Value" and the second needs to be changed to "equal to"
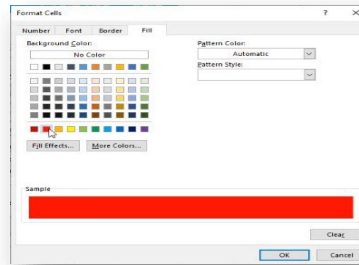   b. Type "yes" into the third box

3. Click the box that says "Format…"
   a. Select the "Fill" tab and select the color green (7th row, 6th column)

b. Click "Ok", then click "Ok" again

4. Repeat steps 1 and 2, type "no" instead of "yes" into the third box.
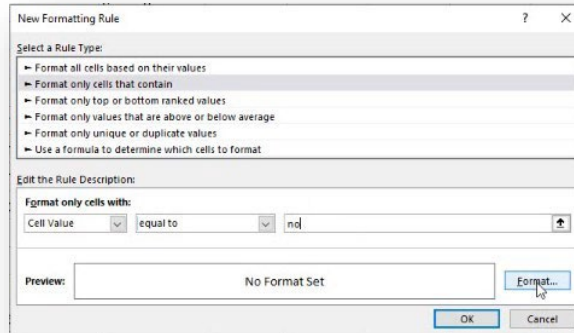
5. Click the box that says "Format…"
   a. Select the "Fill" tab and select the color red (7th row, 2nd column)

   b. Click "Ok", then click "Ok" again

6. Make sure the newly formatted cell is selected. Click and drag down using the fill handle to select each cell that you would like to format.

7. Now when you type "yes" into one of the selected cells, the background color should be green. When you type "no" into one of the selected cells, the background color should be red.