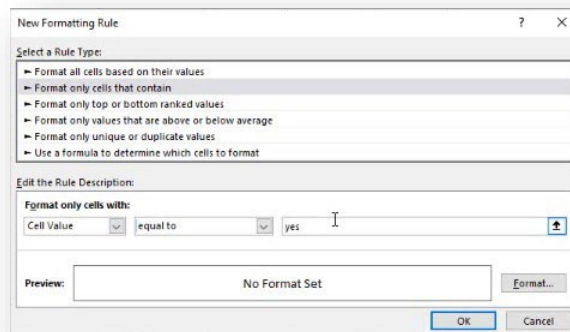


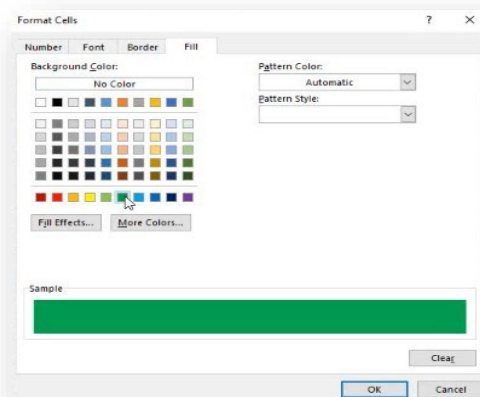


How to Change the Color of a Cell based on the Value in the Cell in Excel

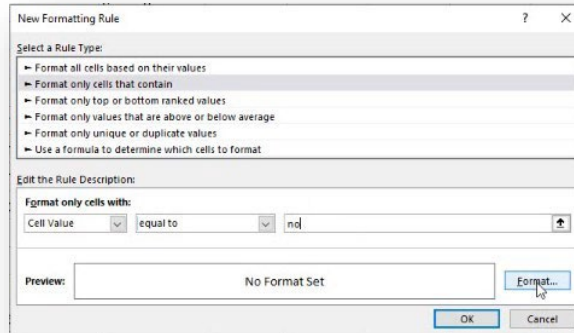
1. Click in the desired cell.
 - a. Click on the Home tab>Conditional Formatting>New Rule
2. Select “Format only cells that contain”
 - a. The first dropdown menu should say “Cell Value” and the second needs to be changed to “equal to”
 - b. Type “yes” into the third box



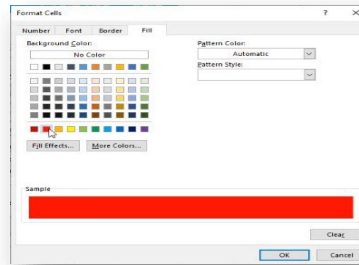
3. Click the box that says “Format...”
 - a. Select the “Fill” tab and select the color green (7th row, 6th column)



- 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.

1	Home	Insert	Page Layout	Formulas	References	Send To Back	Review	Help
2	105	Cristiano	China	Medium				
3	105	Derek	MacDonald	Large				
4	105	Elihai	Yonem	Small				
5	105	Melissa	White	Small				
6	105	Neelam	Alwee	Medium				
7	105	Sabrey	Kelly	Medium				
8	110	Crutski	Del Toro	Medium				
9	110	Kia	Auckerman	Large				
10	110	Muff	Benson	Medium				
11	110	Rogha	Olson	Large				
12	135	Alex	Yuen	Large				
13	135	Alexis	Naser	Small				
14	135	Chontol	Wester	Medium				
15	135	James	Panarello	Medium				
16	135	Jordan	Wesley	Large				
17	135	Lis	Richards	X-Large				
18	200-A	Rajal	Elson	Small				
19	200-A	Chavonno	Moonis	Medium				
20	200-A	Cheekadapat	Rayhan-Gomez	Small				
21	200-A	Juan	Flores	X-Large				
22	200-B	Avery	Edly	Medium				
23	200-B	Katla	Nichols	X-Large				
24	200-B	Malik	Roychick	Small				
25	200-B	Michael	Lopez	Small				
26	200-B	Samantha	Bell	Medium				
27	200-B	Thomas	Hanson	X-Large				
28	200-B	Wendy	Shaw	Small				