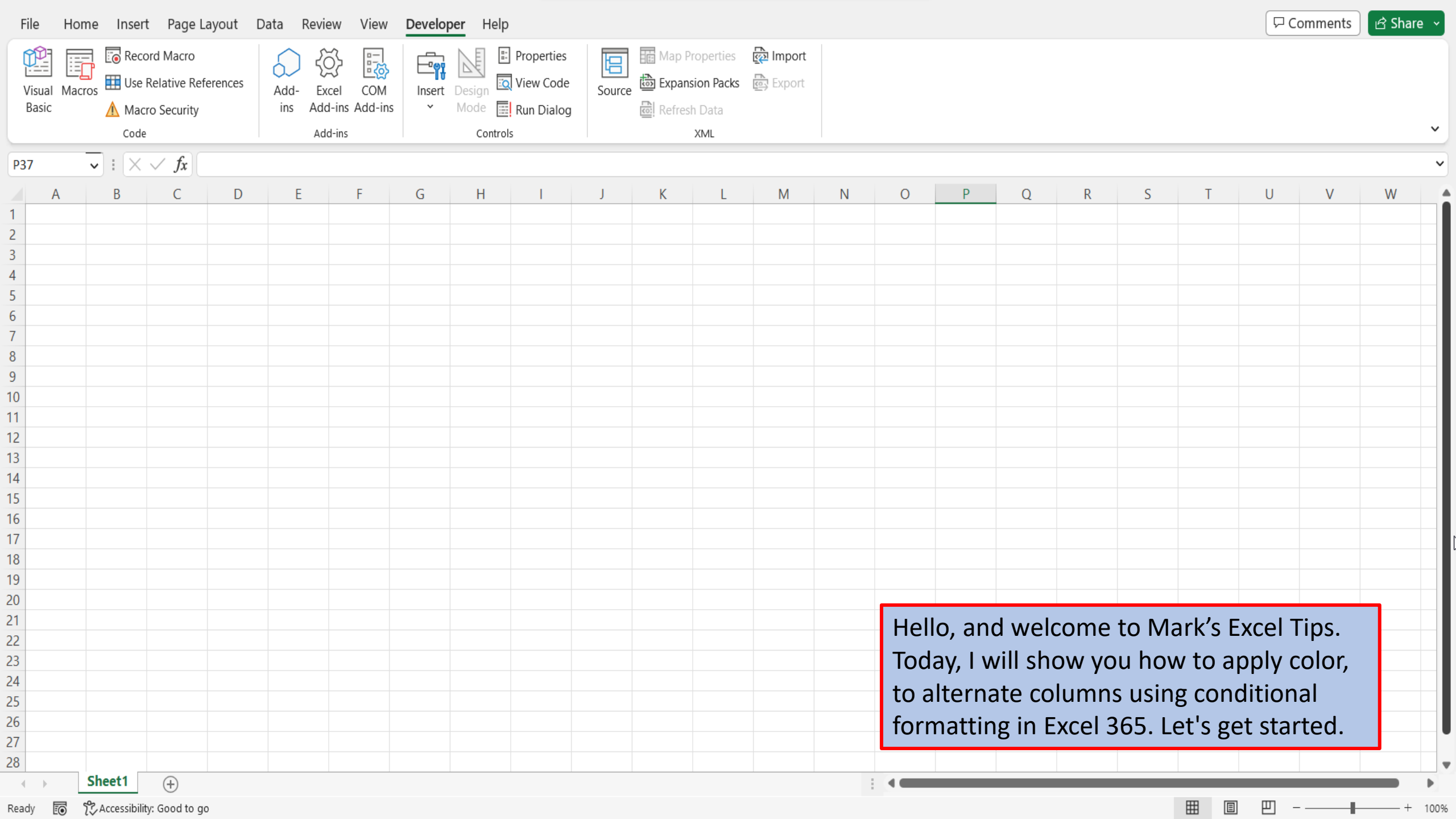
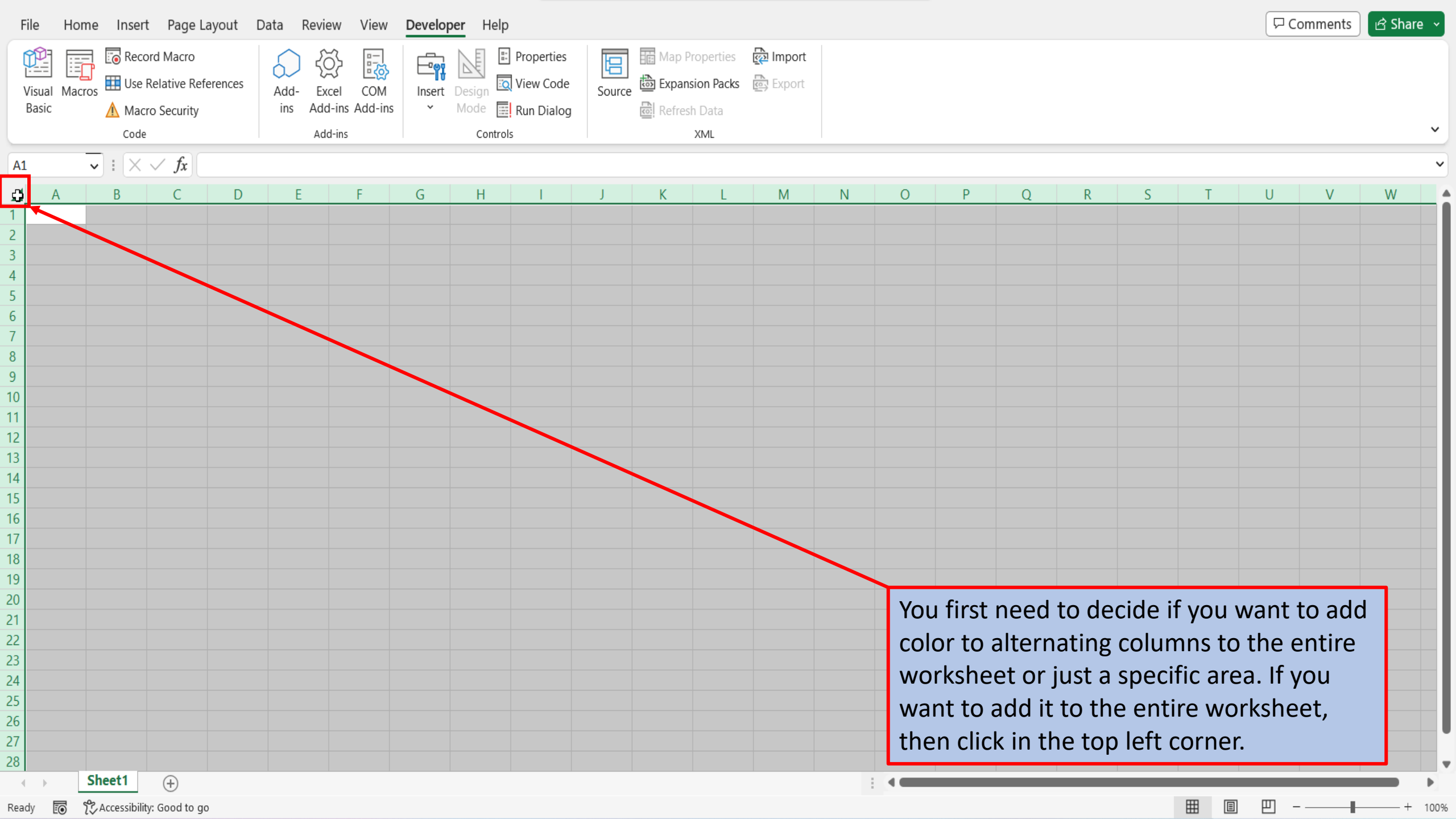
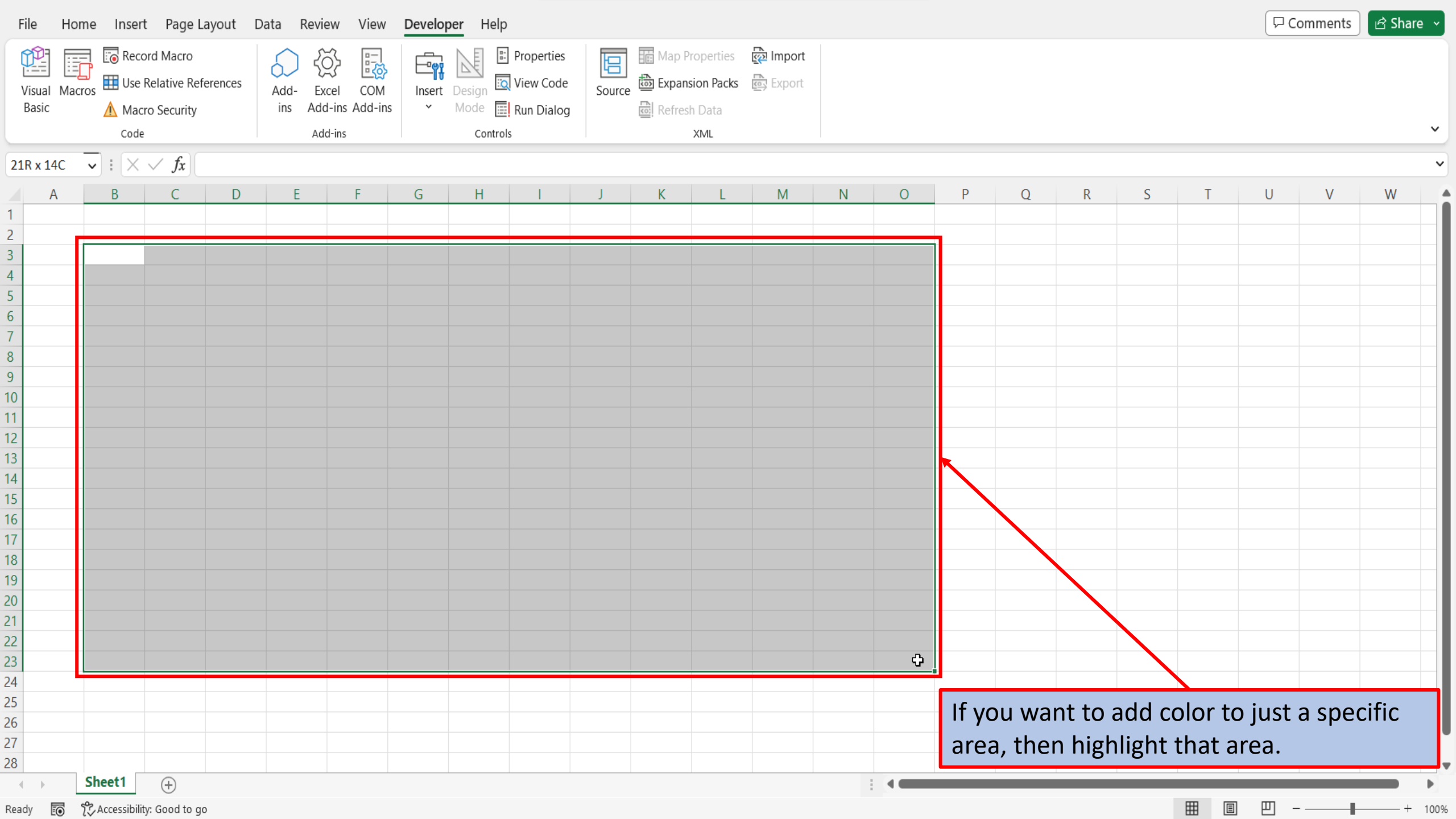

File
Home
Insert
Page Layout
Data
Review
View
Developer
Help
Comments
Share
Visual Basic
Macros
Record Macro
Use Relative References
Macro Security
Code
Add-ins
Excel Add-ins
COM Add-ins
Add-ins
Insert
Design Mode
Properties
View Code
Run Dialog
Controls
Source
Map Properties
Expansion Packs
Refresh Data
Import
Export
XML
P37
Hello, and welcome to Mark's Excel Tips. Today, I will show you how to apply color, to alternate columns using conditional formatting in Excel 365. Let's get started.
Sheet1
Ready
Accessibility: Good to go
100%


File
Home
Insert
Page Layout
Data
Review
View
Developer
Help
Comments
Share
Visual Basic
Macros
Record Macro
Use Relative References
Macro Security
Code
Add-ins
Excel Add-ins
COM Add-ins
Add-ins
Insert
Design Mode
Properties
View Code
Run Dialog
Controls
Source
Map Properties
Expansion Packs
Refresh Data
Import
Export
XML
A1
A B C D E F G H I J K L M N O P Q R S T U V W
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28
You first need to decide if you want to add color to alternating columns to the entire worksheet or just a specific area. If you want to add it to the entire worksheet, then click in the top left corner.
Sheet1
Ready
Accessibility: Good to go
100%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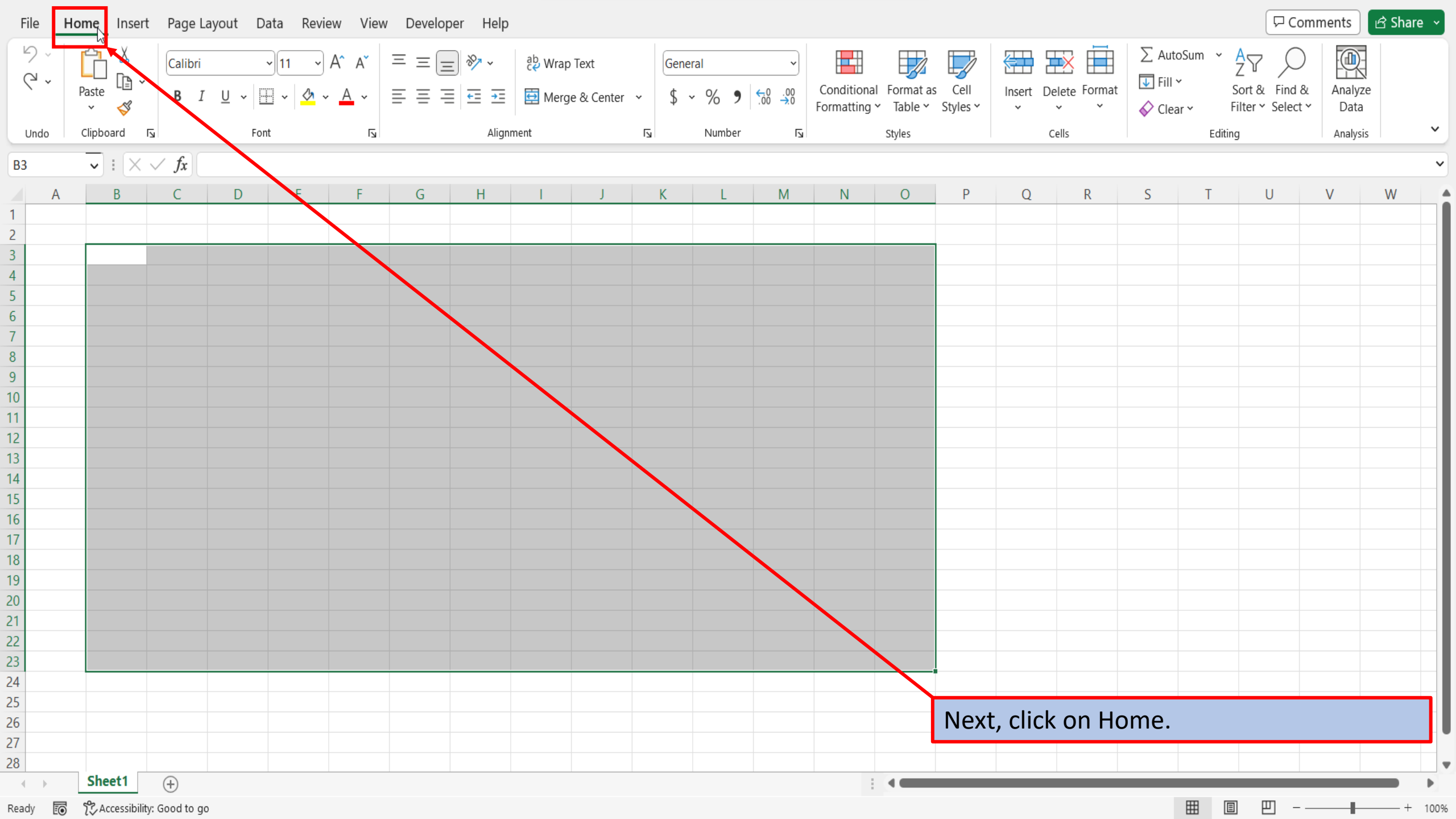
Insert
Page Layout
Data
Review
View
Developer
Help
Comments
Share
Visual Basic
Macros
Record Macro
Use Relative References
Macro Security
Code
Add-ins
Excel Add-ins
COM Add-ins
Add-ins
Insert
Design Mode
Properties
View Code
Run Dialog
Controls
Source
Map Properties
Expansion Packs
Refresh Data
Import
Export
XML
21R x 14C
Sheet1
If you want to add color to just a specific area, then highlight that area.
Ready
Accessibility: Good to go
100%


File
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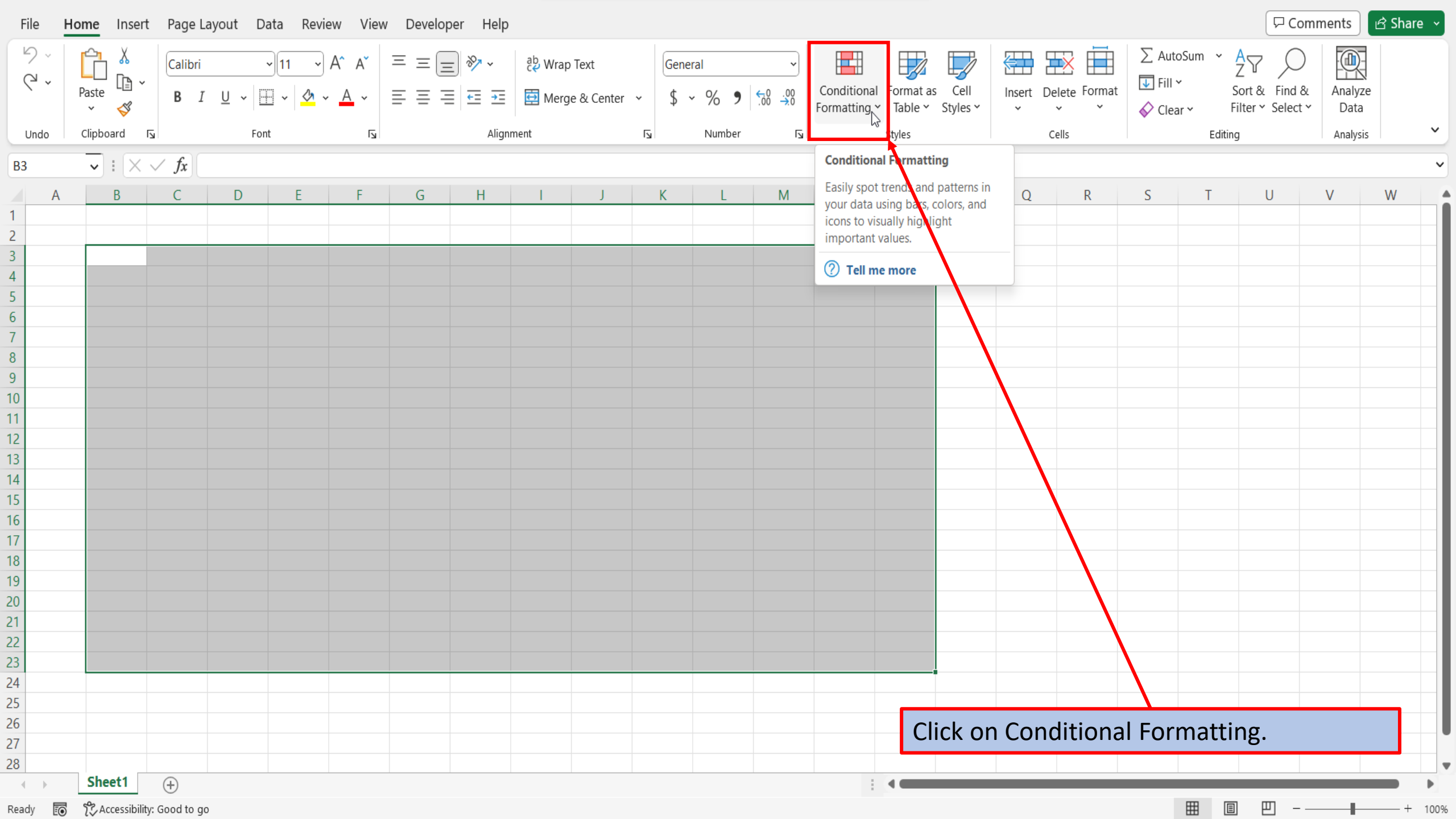
Page Layout
Data
Review
View
Developer
Help
Comments
Share
Undo
Clipboard
Paste
Calibri
11
Font
Wrap Text
Merge & Center
Alignment
General
Number
Conditional Formatting
Format as Table
Cell Styles
Styles
Insert
Delete
Format
Cells
AutoSum
Fill
Clear
Sort & Filter
Find & Select
Editing
Analyze Data
Analysis
B3
Sheet1
Ready
Accessibility: Good to go
100%
Next, click on Home.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Review
View
Developer
Help
Comments
Share
Undo
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Calibri
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Merge & Center
Alignment
General
Number
Conditional Formatting
Format as Table
Cell Styles
Styles
Insert
Delete
Format
Cells
AutoSum
Fill
Clear
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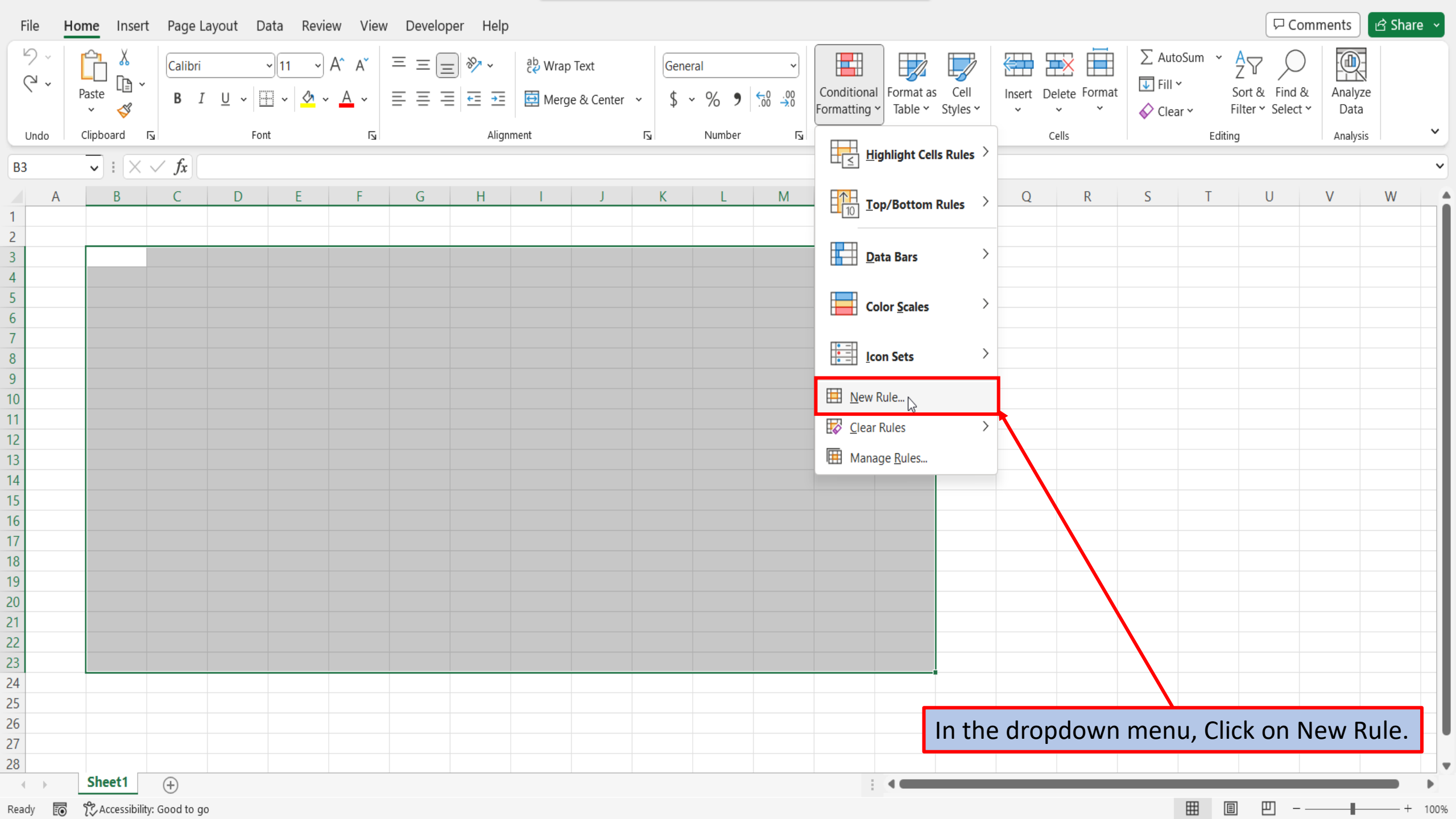
Find & Select
Editing
Analyze Data
Analysis
Conditional Formatting
Easily spot trends and patterns in your data using bars, colors, and icons to visually highlight important values.
Tell me more
B3
Sheet1
Ready
Accessibility: Good to go
100%
Click on Conditional Formatting.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Page Layout
Data
Review
View
Developer
Help
Comments
Share
Undo
Paste
Clipboard
Calibri
11
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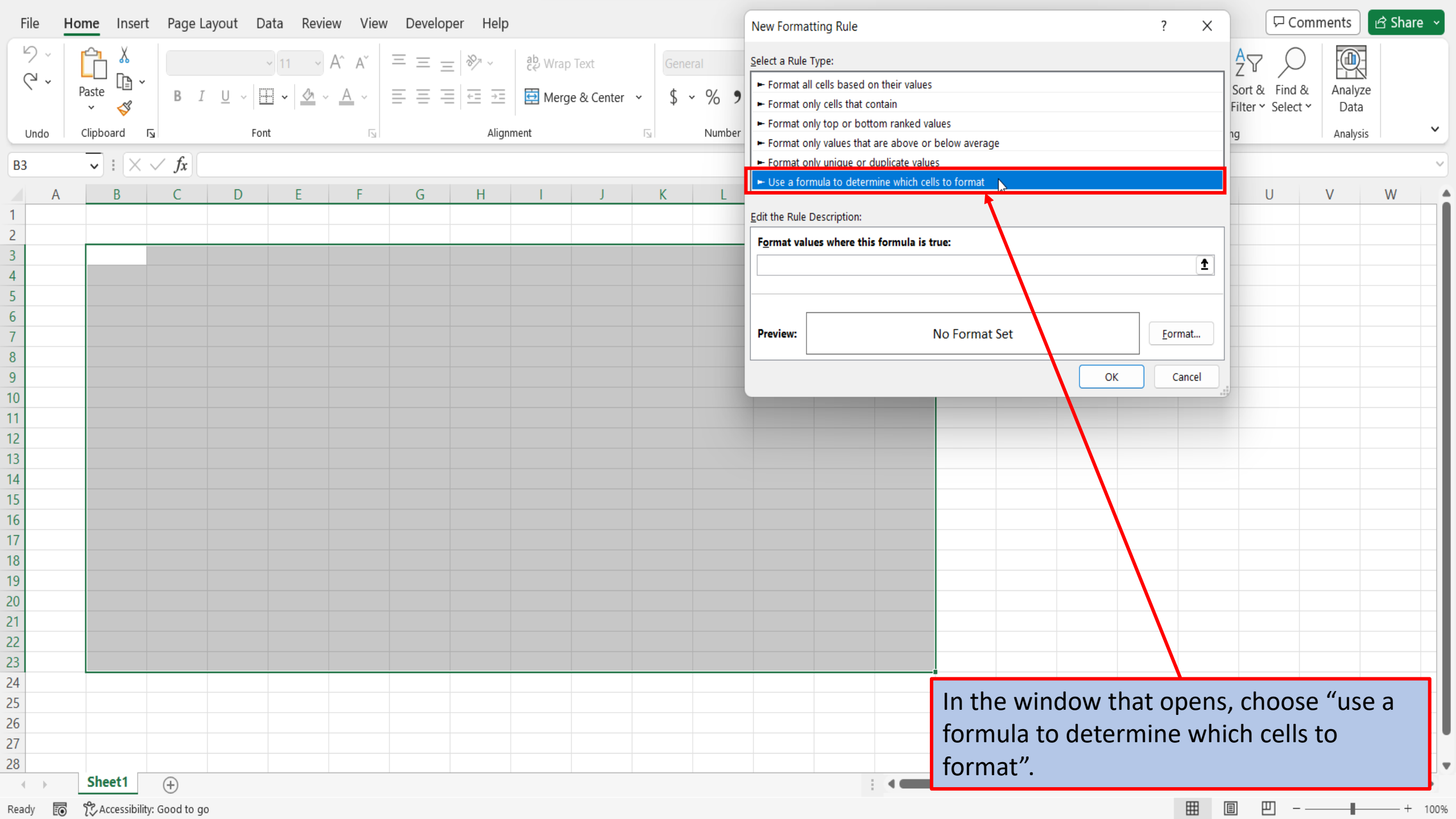
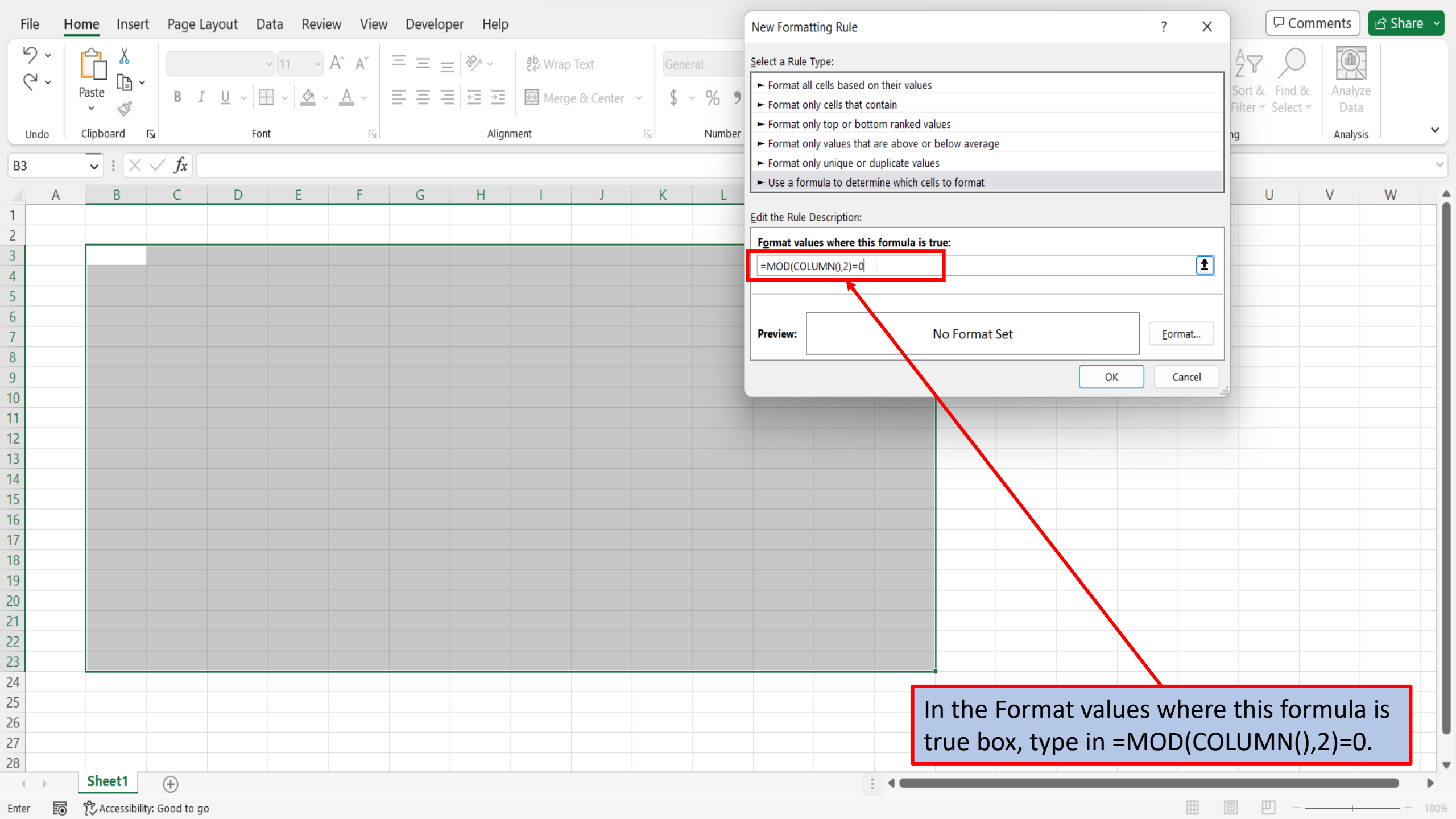
Merge & Center
Alignment
General
Number
Conditional Formatting
Format as Table
Cell Styles
Insert
Delete
Format
Cells
AutoSum
Fill
Clear
Sort & Filter
Find & Select
Editing
Analyze Data
Analysis
B3
Highlight Cells Rules
Top/Bottom Rules
Data Bars
Color Scales
Icon Sets
New Rule...
Clear Rules
Manage Rules...
In the dropdown menu, Click on New Rule.
Sheet1
Ready
Accessibility: Good to go
100%


File
Home
Insert
Page Layout
Data
Review
View
Developer
Help
Comments
Share
Paste
Undo
Clipboard
Font
Alignment
Number
Wrap Text
Merge & Center
Sort & Filter
Find & Select
Analyze Data
Analysis
B3
New Formatting Rule
Select a Rule Type:
Format all cells based on their values
Format only cells that contain
Format only top or bottom ranked values
Format only values that are above or below average
Format only unique or duplicate values
Use a formula to determine which cells to format
Edit the Rule Description:
Format values where this formula is true:
Preview:
No Format Set
Format...
OK
Cancel
In the window that opens, choose “use a formula to determine which cells to format”.
Sheet1
Ready
Accessibility: Good to go
100%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Page Layout
Data
Review
View
Developer
Help
Comments
Share
Paste
Undo
Clipboard
Font
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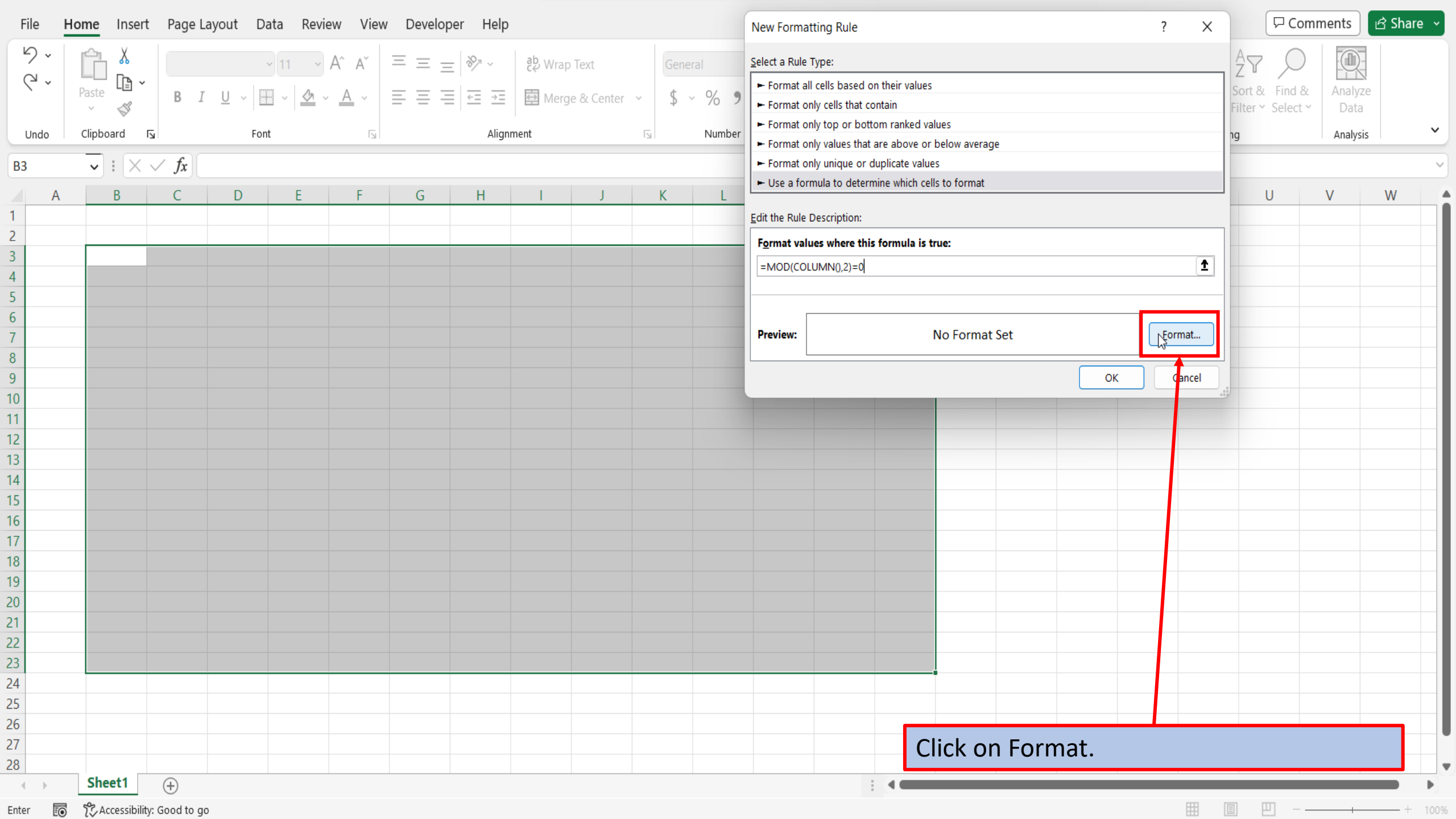
Format only values that are above or below average
Format only unique or duplicate values
Use a formula to determine which cells to format
Edit the Rule Description:
Format values where this formula is true:
=MOD(COLUMN(),2)=0
Preview:
No Format Set
Format...
OK
Cancel
In the Format values where this formula is true box, type in =MOD(COLUMN(),2)=0.
Sheet1
Enter
Accessibility: Good to go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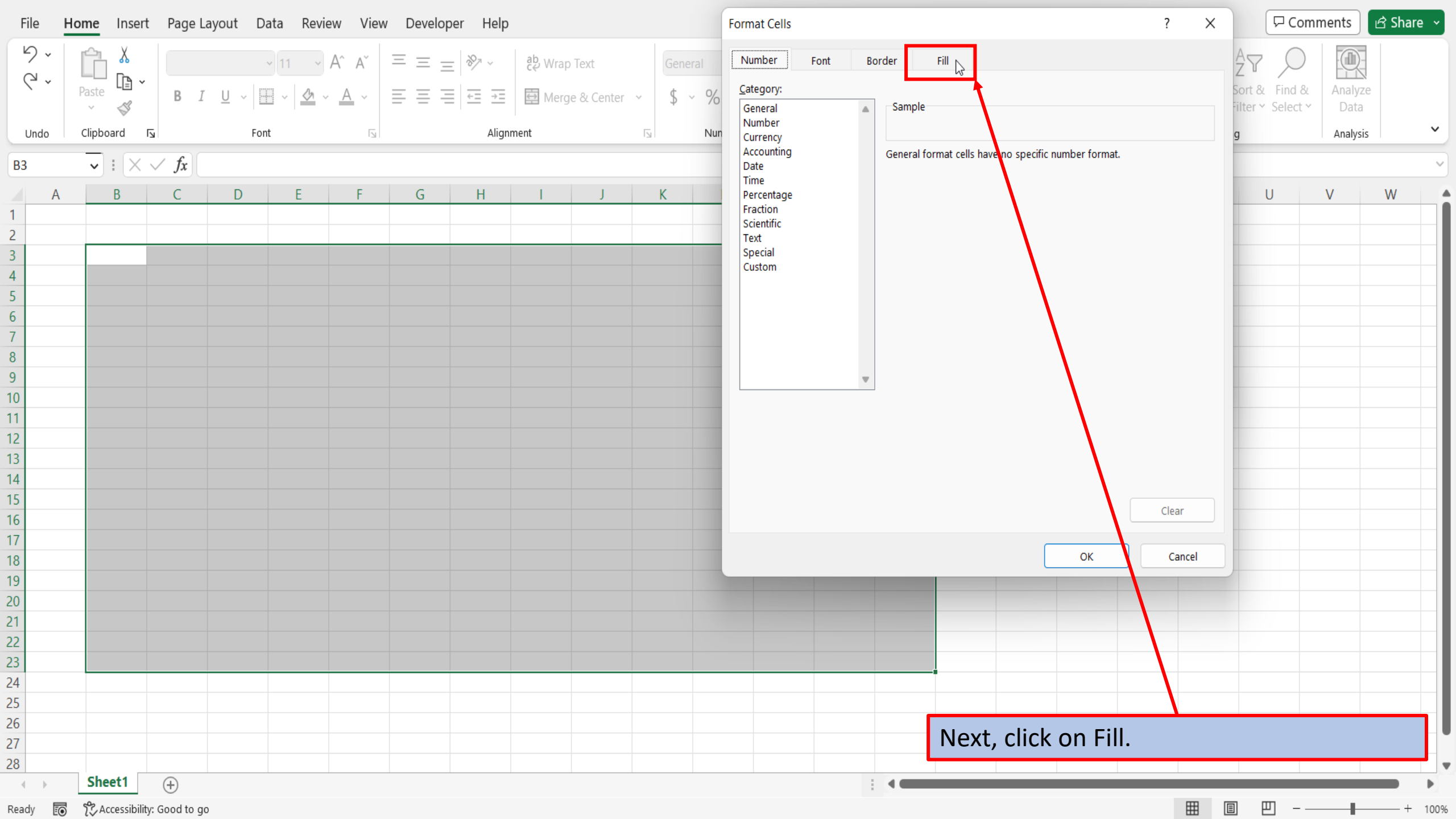
Use a formula to determine which cells to format
Edit the Rule Description:
Format values where this formula is true:
=MOD(COLUMN(),2)=0
Preview:
No Format Set
Format...
OK
Cancel
Click on Format.
Sheet1
Enter
Accessibility: Good to go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Format Cells
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Fill
Category:
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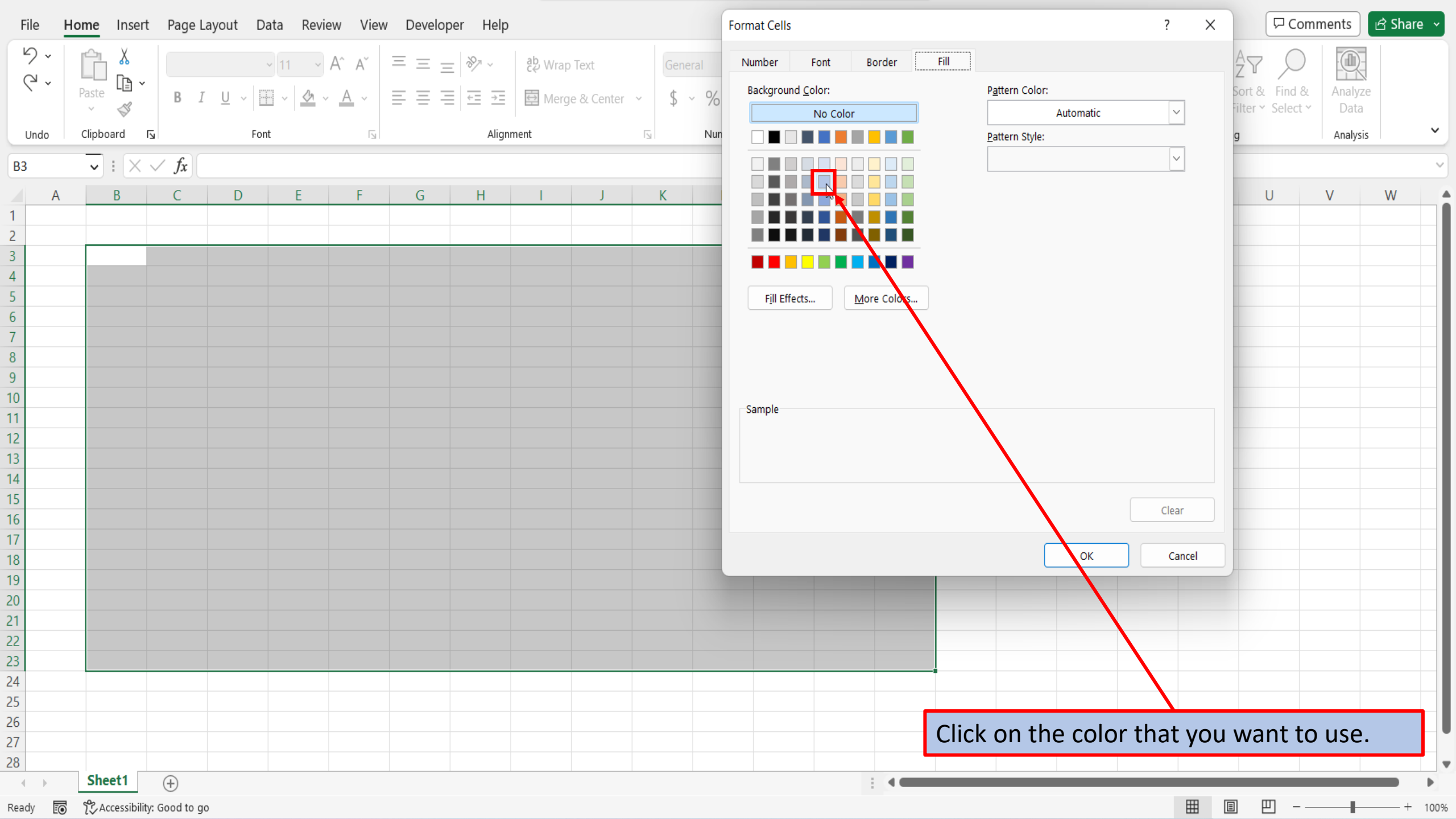
Currency
Accounting
Date
Time
Percentage
Fraction
Scientific
Text
Special
Custom
Sample
General format cells have no specific number format.
Clear
OK
Cancel
Next, click on Fill.
Sheet1
Ready
Accessibility: Good to go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Page Layout
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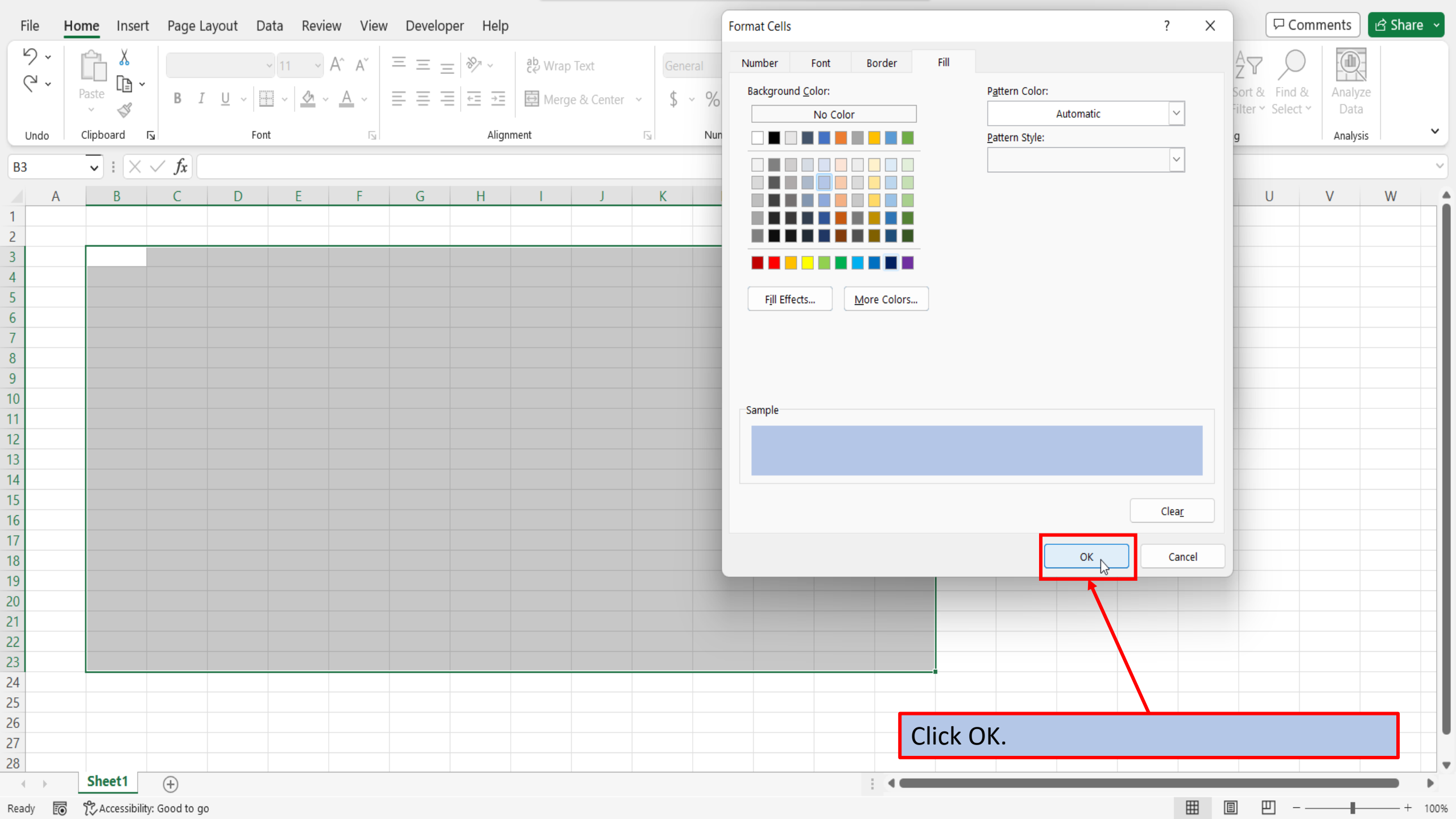
View
Developer
Help
Comments
Share
Undo
Clipboard
Font
Alignment
Wrap Text
Merge & Center
Analysis
B3
Format Cells
Number
Font
Border
Fill
Background Color:
No Color
Pattern Color:
Automatic
Pattern Style:
Fill Effects...
More Colors...
Sample
Clear
OK
Cancel
Click on the color that you want to use.
Sheet1
Ready
Accessibility: Good to go


File
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Insert
Page Layout
Data
Review
View
Developer
Help
Comments
Share
Undo
Clipboard
Font
Alignment
Wrap Text
Merge & Center
Analysis
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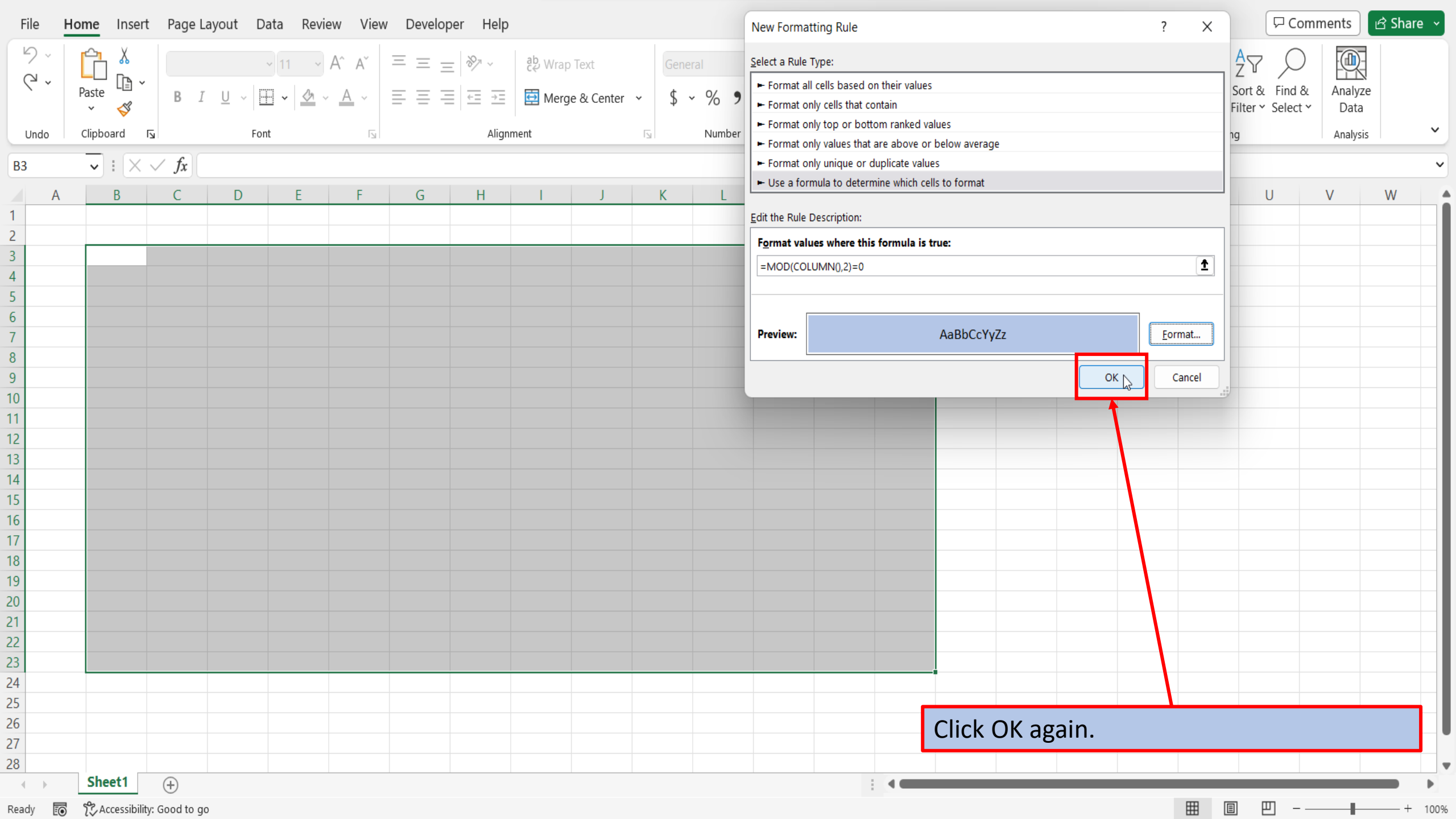
Format Cells
Number
Font
Border
Fill
Background Color:
No Color
Pattern Color:
Automatic
Pattern Style:
Fill Effects...
More Colors...
Sample
Clear
OK
Cancel
Click OK.
Sheet1
Ready
Accessibility: Good to go
100%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Page Layout
Data
Review
View
Developer
Help
Comments
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Paste
Undo
Clipboard
Font
Alignment
Number
Wrap Text
Merge & Center
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Find & Select
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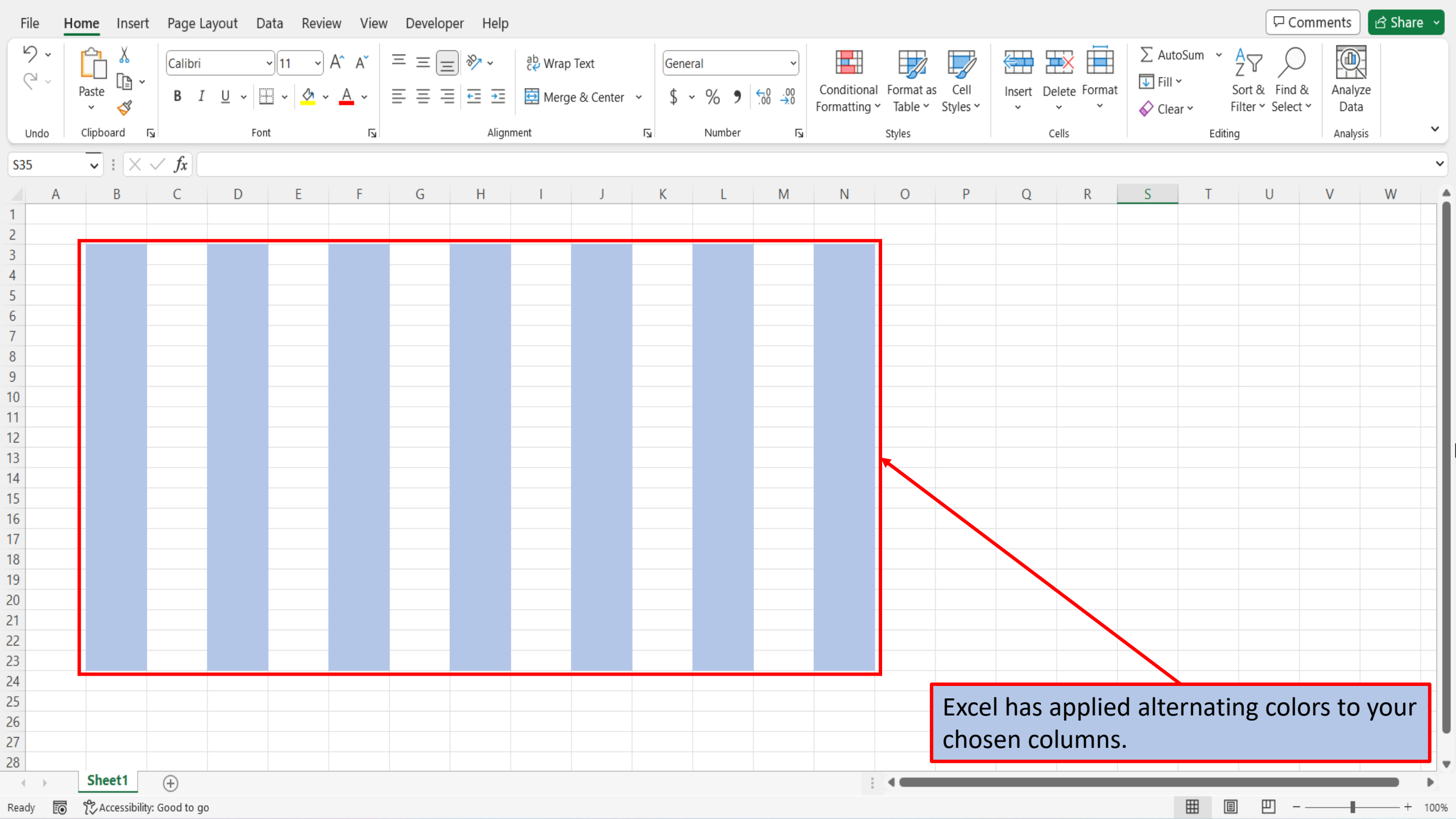
Use a formula to determine which cells to format
Edit the Rule Description:
Format values where this formula is true:
=MOD(COLUMN(),2)=0
Preview:
AaBbCcYyZz
Format...
OK
Cancel
Click OK again.
Sheet1
Ready
Accessibility: Good to go
100%


File
Home
Insert
Page Layout
Data
Review
View
Developer
Help
Comments
Share
Paste
Calibri
11
Wrap Text
General
Merge & Center
Conditional Formatting
Format as Table
Cell Styles
Insert
Delete
Format
AutoSum
Fill
Clear
Sort & Filter
Find & Select
Analyze Data
Undo
Clipboard
Font
Alignment
Number
Styles
Cells
Editing
Analysis
S35
Sheet1
Ready
Accessibility: Good to go
100%
Excel has applied alternating colors to your chosen columns.

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