

Visual Basic Macros Use Relative References Macro Security Code

Add-ins Excel Add-ins COM Add-ins

Insert Design Mode View Code Run Dialog Properties

Source Map Properties Expansion Packs Refresh Data Import Export XML

P42

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Hello, and welcome to Mark's Excel Tips. Today, I will show you how to apply color, to alternate rows using conditional formatting in Excel 365. Let's get started.

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Insert Design Mode Properties View Code Run Dialog

Source Map Properties Expansion Packs Refresh Data XML Import Export

A1

The image shows an Excel spreadsheet grid with columns labeled A through W and rows labeled 1 through 28. A red arrow originates from the top-left corner of the grid (cell A1) and points to a text box on the right side of the screen.

You first need to decide if you want to add color to alternating rows 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.

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B2

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If you want to add color to just a specific area, then highlight that area.

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B2

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Next, click on Home.

Clipboard: Undo, Paste, Copy, Paste with icons

Font: Calibri, 11, Bold, Italic, Underline, Color, Background Color, Font Color

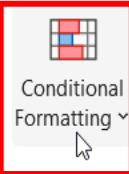
Alignment: Wrap Text, Merge & Center, Left, Center, Right, Justify, Indent, Decrease Indent, Increase Indent

Number: General, Currency, Percentage, Thousand Separator, Accounting, Fraction, Decimals, Increase Decrease

Styles: Conditional Formatting, Format as Table, Cell Styles

Cells: Insert, Delete, Format

Editing: AutoSum, Fill, Clear, Sort & Filter, Find & Select, Analyze Data



Conditional Formatting

Easily spot trends and patterns in your data using bars, colors, and icons to visually highlight important values.

[Tell me more](#)

Click on Conditional Formatting.

B2

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Undo Paste Font Alignment Number

Calibri 11 A A

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Wrap Text

General

Wrap Text

Merge & Center

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Conditional Formatting

Format as Table Cell Styles

Insert Delete Format

AutoSum Fill Clear

Sort & Filter Find & Select

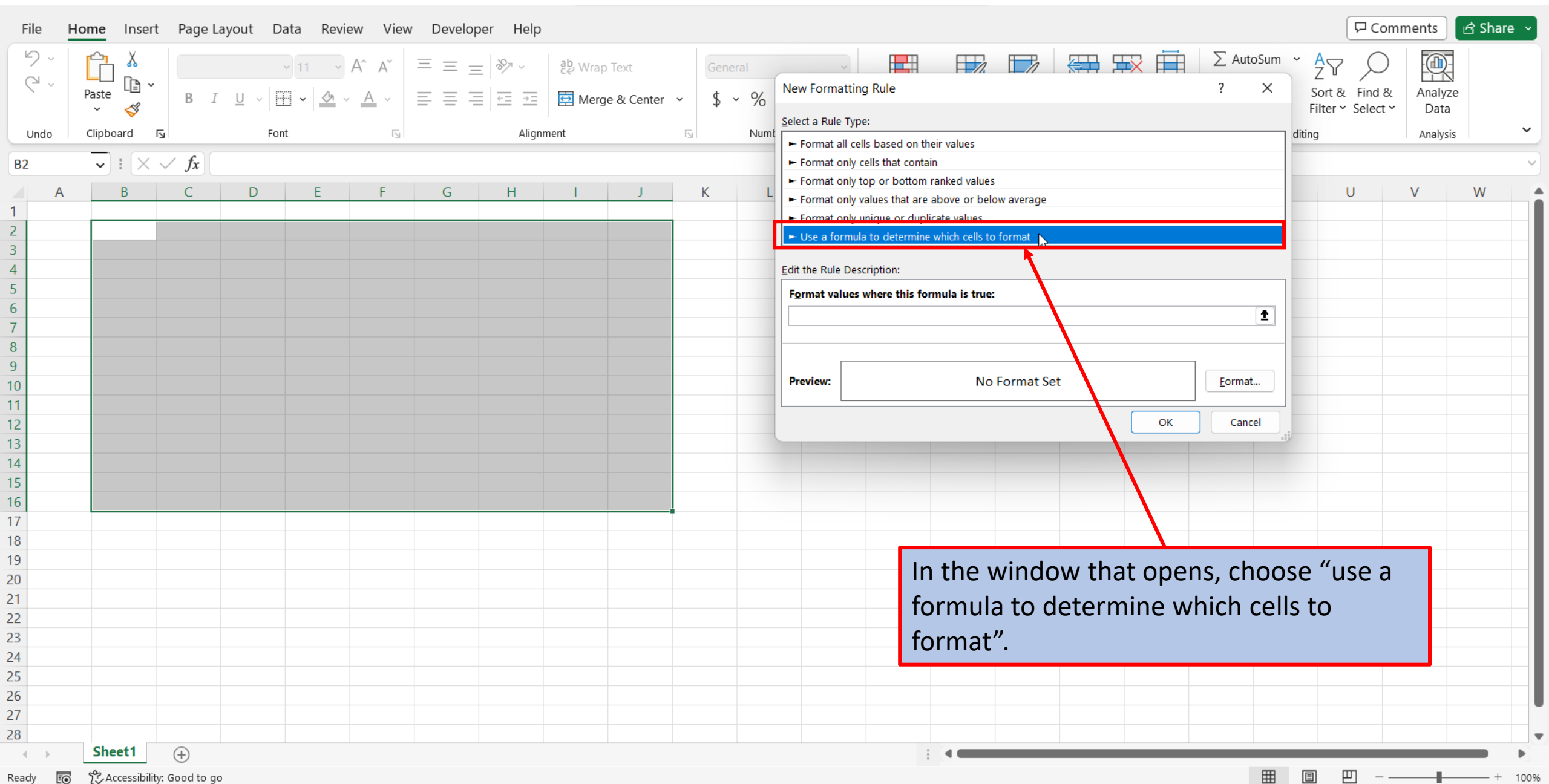
Analyze Data

B2

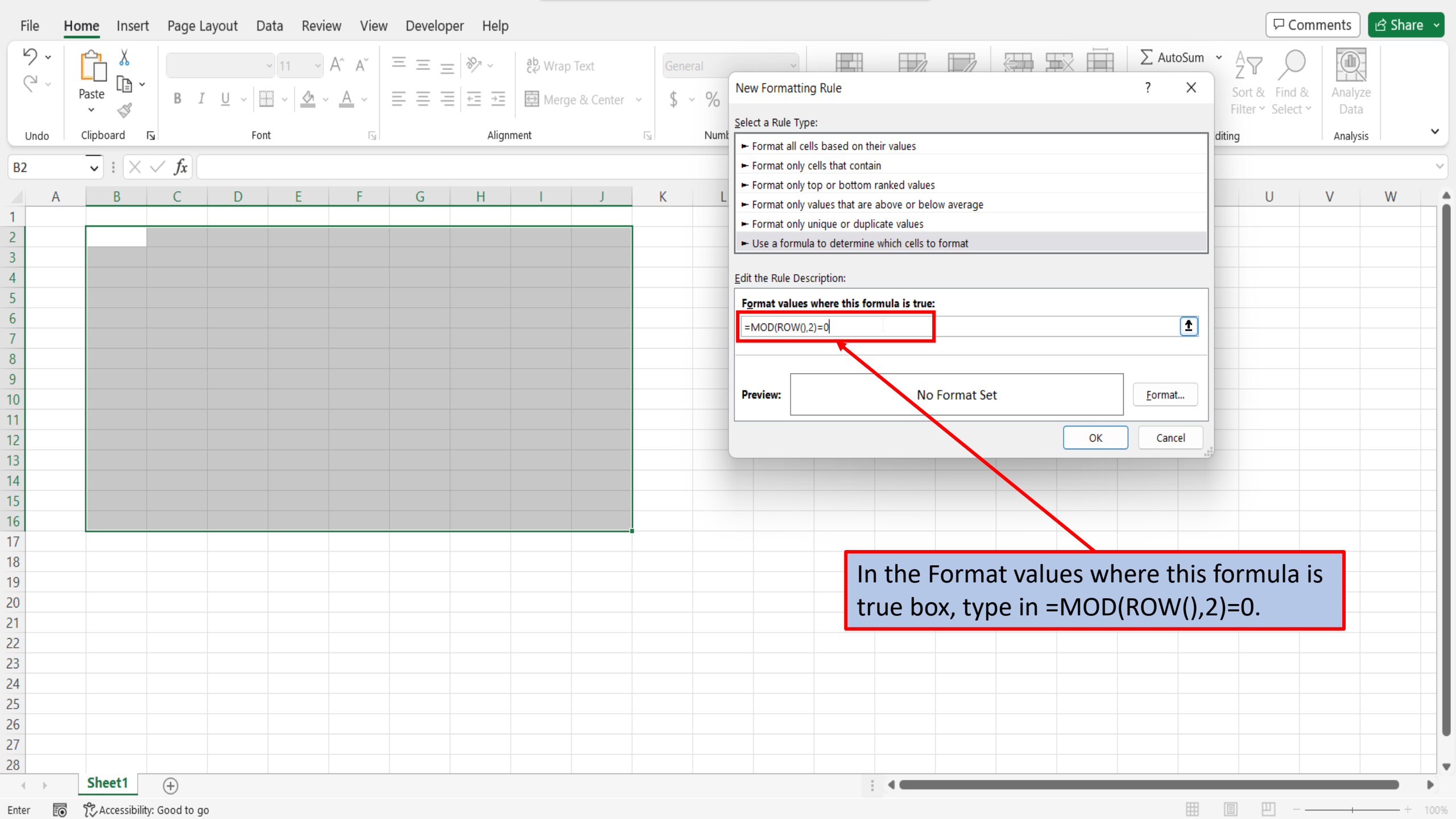
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- Highlight Cells Rules
- Top/Bottom Rules
- Data Bars
- Color Scales
- Icon Sets
- New Rule...**
- Clear Rules
- Manage Rules...

In the dropdown menu, Click on New Rule.



In the window that opens, choose “use a formula to determine which cells to format”.



Clipboard Font Alignment

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

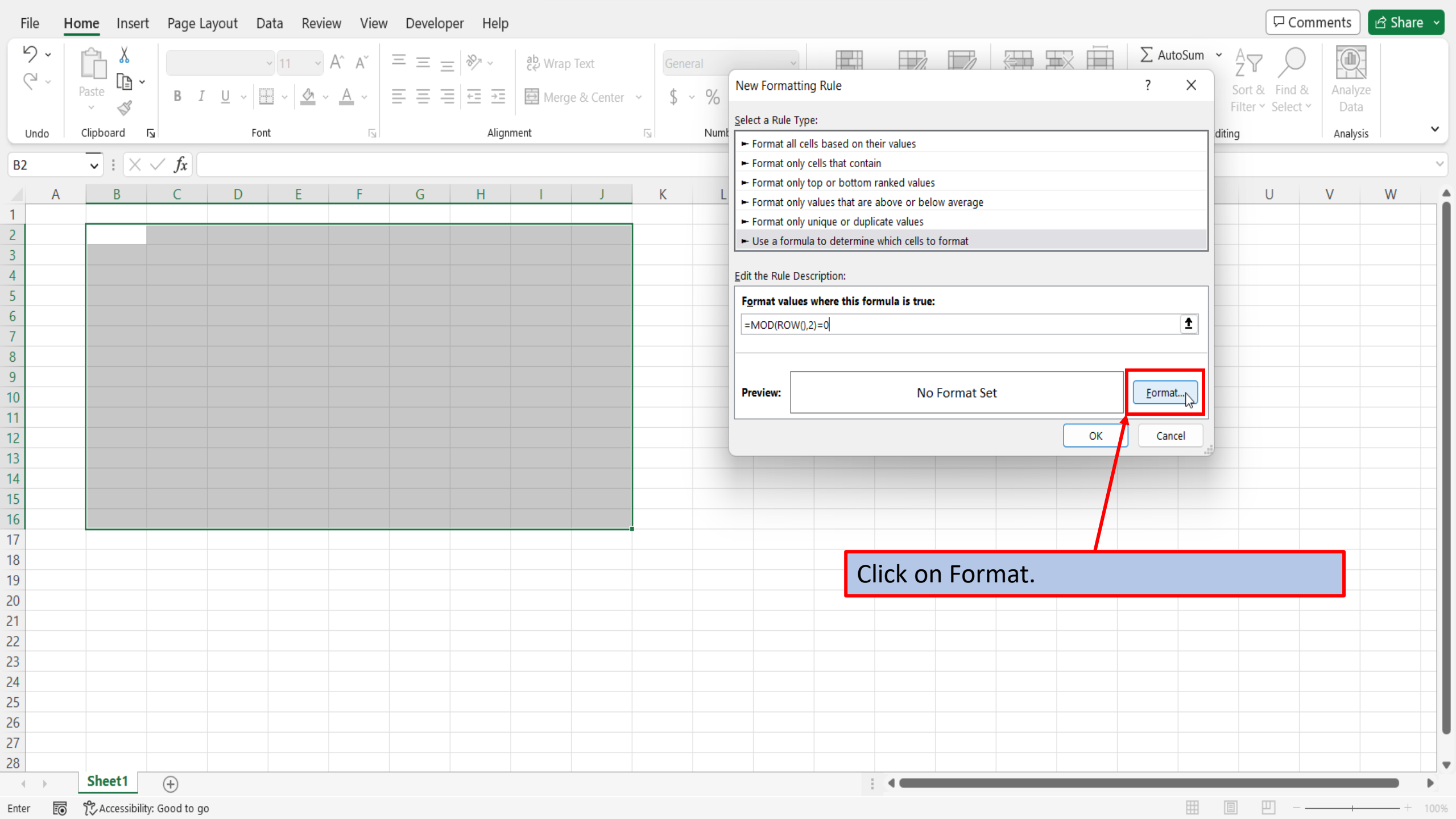
Edit the Rule Description:

Format values where this formula is true:

Preview: No Format Set

OK Cancel

In the Format values where this formula is true box, type in =MOD(ROW(),2)=0.



Clipboard Font Alignment

General Number

AutoSum Sort & Filter Find & Select Analyze Data Analysis

B2

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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:

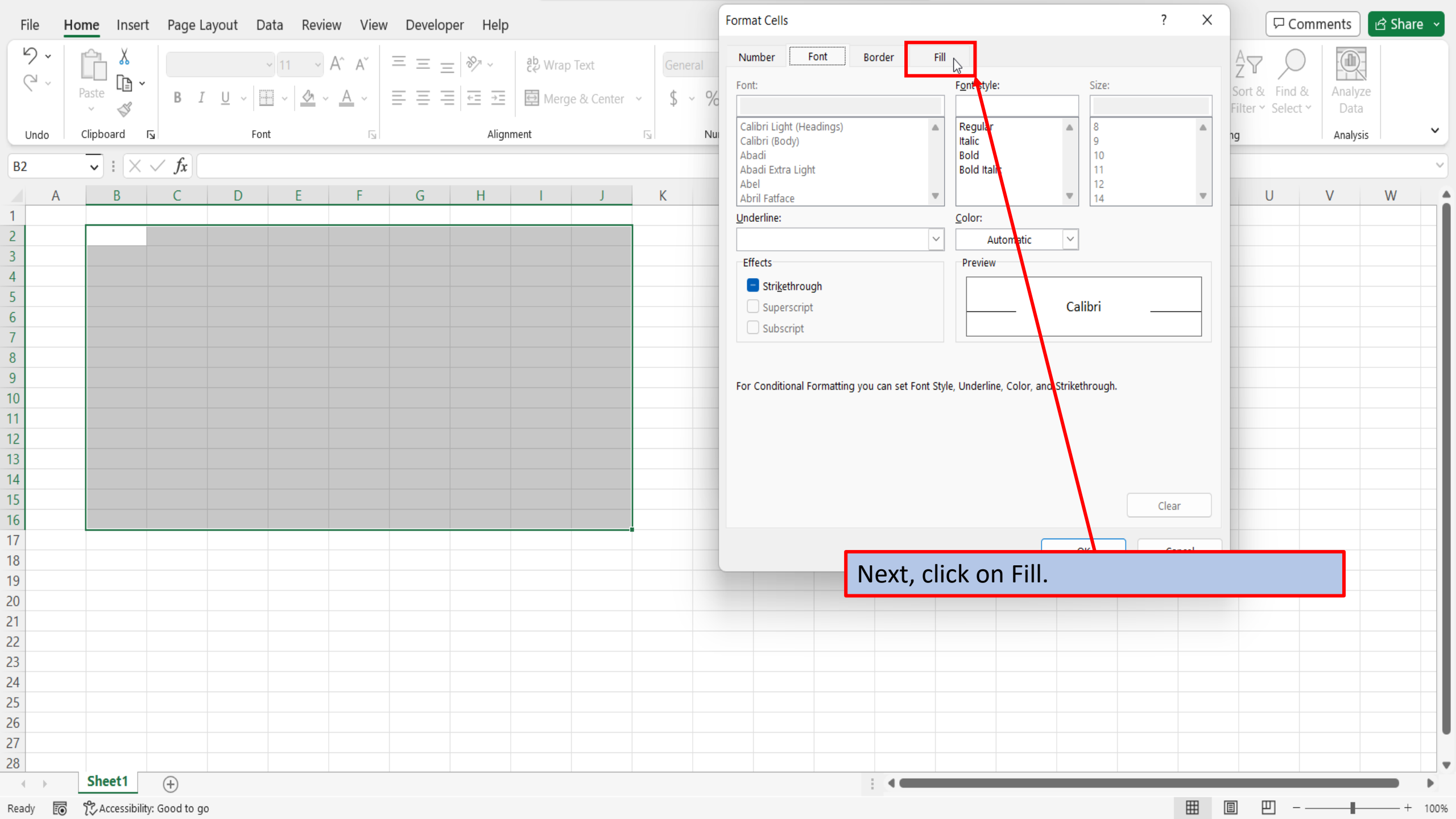
Format values where this formula is true:

=MOD(ROW(),2)=0

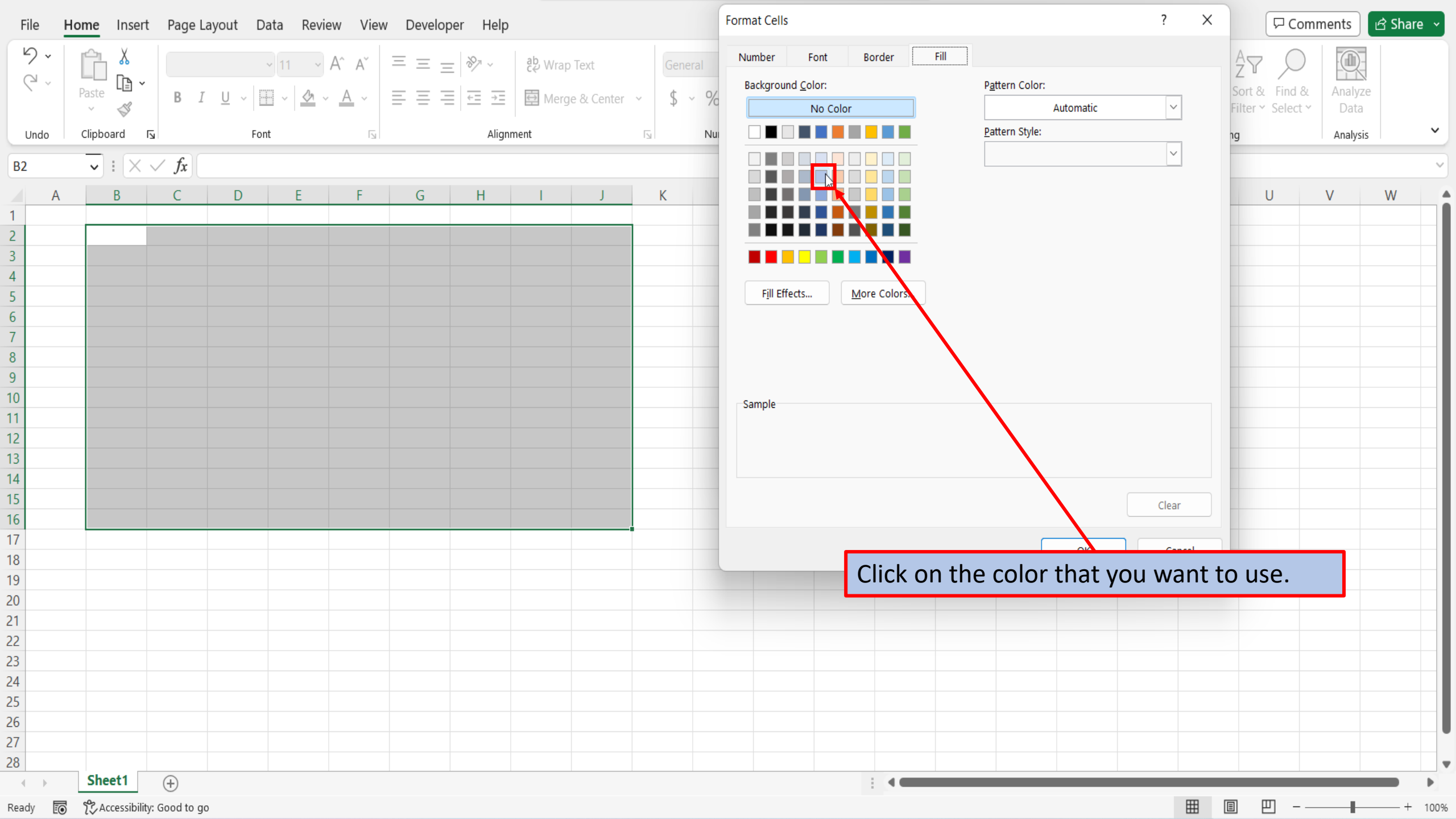
Preview: No Format Set

Format... OK Cancel

Click on Format.



Next, click on Fill.



Clipboard Font Alignment

Undo Paste Bold Italic Underline Font Face Size Font Color Background Color Merge & Center

B2

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Format Cells

Number Font Border Fill

Background Color: No Color

Pattern Color: Automatic

Pattern Style:

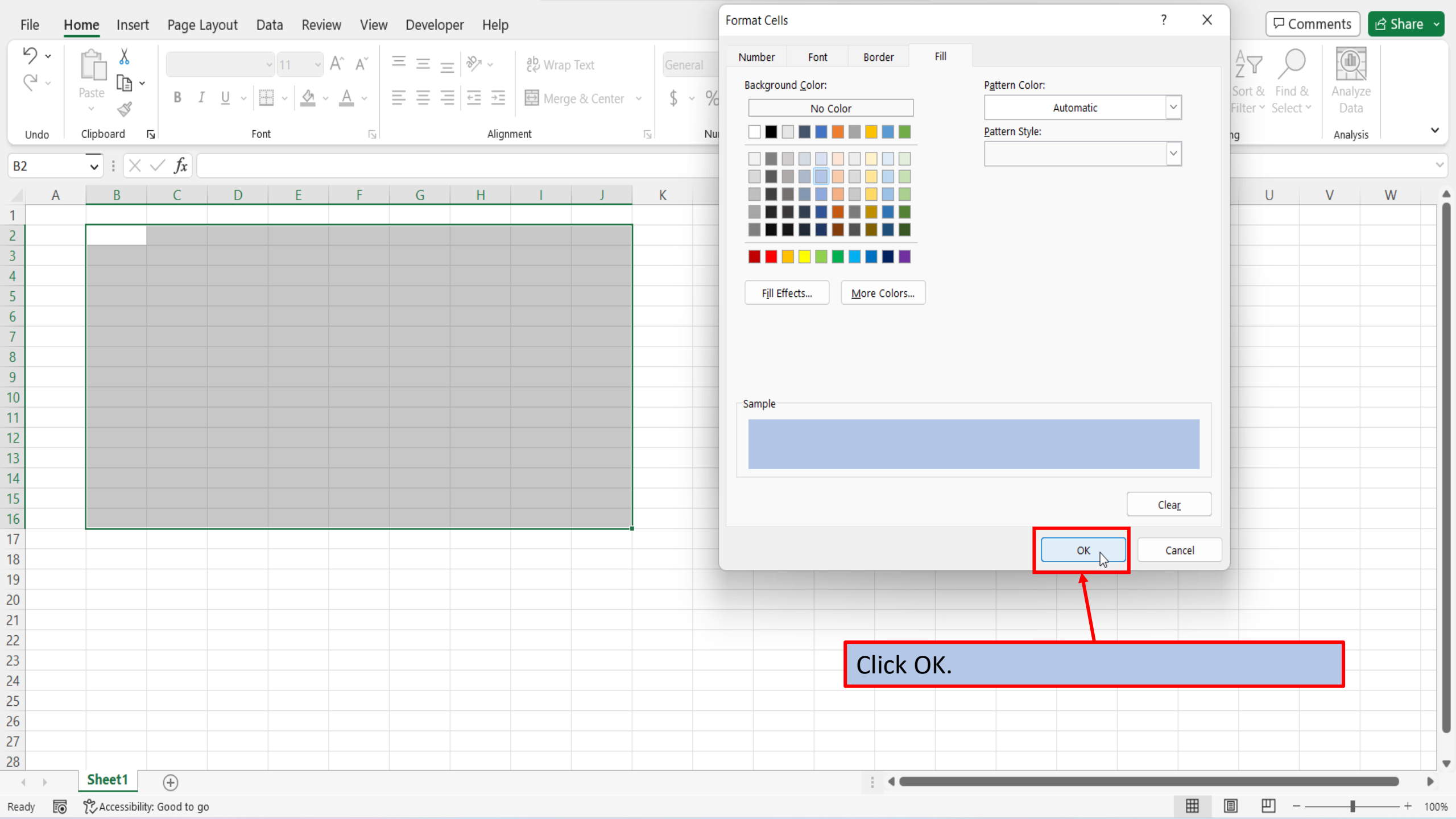
Fill Effects... More Colors...

Sample

Clear

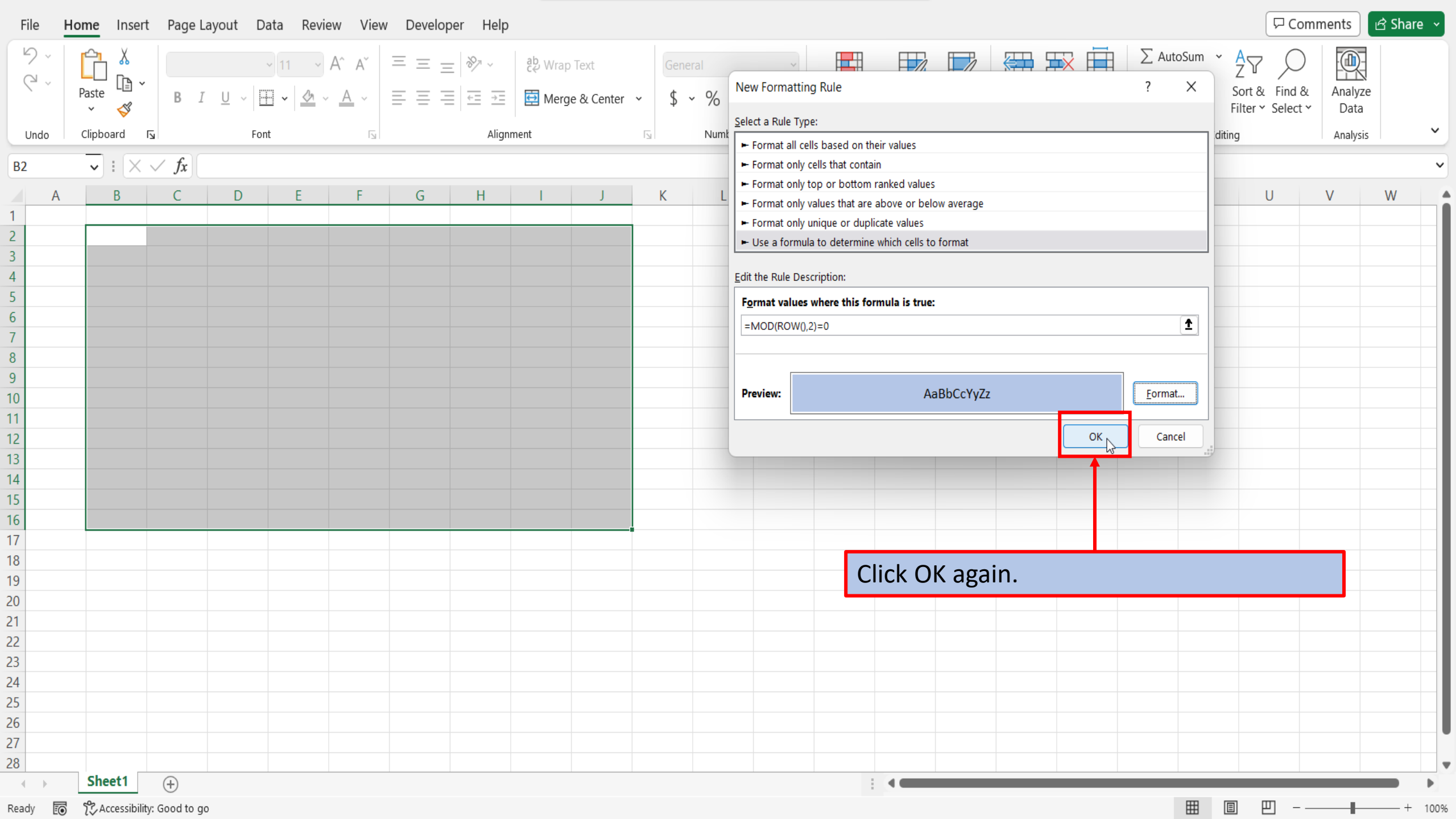
Ok Cancel

Click on the color that you want to use.



OK

Click OK.



Clipboard Font Alignment

Undo Paste Font Alignment Merge & Center

General

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:

=MOD(ROW(),2)=0

Preview: AaBbCcYyZz

OK Cancel

Sort & Filter Find & Select Analyze Data

B2

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Click OK again.

Clipboard: Undo, Paste, Copy, Cut, Paste with icons

Font: Calibri, 11, Bold, Italic, Underline, Color, Background Color, Font Color

Alignment: Left, Center, Right, Justify, Merge & Center, Wrap Text

Number: General, Currency, Percentage, Thousand Separator, Increase/Decrease Decimal Places

Styles: Conditional Formatting, Format as Table, Cell Styles

Cells: Insert, Delete, Format

Editing: AutoSum, Fill, Clear, Sort & Filter, Find & Select

Analysis: Analyze Data

N33

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Excel has applied alternating colors to your chosen rows.

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