

Clipboard: Undo, Paste, Copy, Paste with icons

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

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

Number: General, Currency, Percentage, Comma, Thousand Separator, Decimals, Rounding

Styles: Conditional Formatting, Format as Table, Cell Styles

Cells: Insert, Delete, Format

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

Analysis: Analyze Data

S22

A B C D E F G H I J K L M N O P Q R S T U V W X

| | NAME | MON | TUE | WED | THUR | FRI | SAT | SUN |
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| 8 | | | | | | | | |
| 9 | FRANK JOHNSON | | | | | | | |
| 10 | MARY SMITH | | | | | | | |
| 11 | JACK WILLIAMS | | | | | | | |
| 12 | MARK DUNCAN | | | | | | | |
| 13 | LINDA RODRIGUEZ | | | | | | | |
| 14 | JOHN WILSON | | | | | | | |
| 15 | FRANK ANDERSON | | | | | | | |
| 16 | HECTOR THOMAS | | | | | | | |
| 17 | JAMES TAYLOR | | | | | | | |
| 18 | MICHAEL MOORHOUSE | | | | | | | |
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- Y = YES
- N = NO
- V = VACATION
- X = WEEKEND

Hello, and welcome to Mark's Excel Tips. Today, we are going to show you how to get a cell, in Excel to change color based on its value. Let's get started.

Clipboard: Undo, Paste, Copy, Paste with icons

Font: Calibri, 11, Bold, Italic, Underline, Text Color, Background Color, Font Color, Font Face, Font Size, Bold, Italic, Underline, Text Color, Background Color, Font Color, Font Face, Font Size

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

Number: General, Currency, Percentage, Comma, Thousand Separator, Increase Decimal, Decrease Decimal

Styles: Conditional Formatting, Format as Table, Cell Styles

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

Analysis: Analyze Data

S22

A B C D E F G H I J K L M N O P Q R S T U V W X

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- Y = YES
- N = NO
- V = VACATION
- X = WEEKEND

Here we have an attendance roster used to document each employee's attendance.

Undo Clipboard Font Alignment Number Styles Cells Editing Analysis

Calibri 11 A A Wrap Text Merge & Center

General \$ % ; .00 .00

Conditional Formatting Format as Table Cell Styles

Insert Delete Format

AutoSum Fill Clear Sort & Filter Find & Select Analyze Data

S22

A B C D E F G H I J K L M N O P Q R S T U V W X

| | NAME | MON | TUE | WED | THUR | FRI | SAT | SUN |
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| Y = YES |
| N = NO |
| V = VACATION |
| X = WEEKEND |

The first thing that we did is to determine what colors we wanted based on the values that we enter into each cell.

Clipboard: Undo, Paste, Copy, Cut

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

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

Number: General, Currency, Percentage, Decimals, Thousands Separator

Styles: Conditional Formatting, Format as Table, Cell Styles

Cells: Insert, Delete, Format

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

Analysis: Analyze Data

F9

A B C D E F G H I J K L M N O P Q R S T U V W X

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X |
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SHEET METAL SHOP ATTENDANCE

- Y = YES
- N = NO
- V = VACATION
- X = WEEKEND

First, click on the cell under Monday for the first employee.

Clipboard: Undo, Paste, Copy, Paste as Pictures, Insert Link, Paste as Text Only, Paste as Text with Link

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

Alignment: General, Center, Left, Right, Indent Left, Indent Right, Merge & Center

Number: General, Currency, Percentage, Decimals, Thousands Separator, Comma Separator, Fraction

Styles: Conditional Formatting, Format as Table, Cell Styles

Cells: Insert, Delete, Format

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

Analysis: Analyze Data

F9

A B C D E F G H I J K L M N R S T U V W X

| | NAME | MON | TUE | WED | THUR | FRI | SAT | SUN |
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Conditional Formatting

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

[Tell me more](#)

- Y = YES
- N = NO
- V = VACATION
- X = WEEKEND

Next, click on Conditional Formatting.

Clipboard: Undo, Paste, Copy, Paste with icons

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

Alignment: General, Center, Right, Left, Indent, Decrease Indent, Increase Indent, Merge & Center

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

Conditional Formatting, Format as Table, Cell Styles, Insert, Delete, Format, AutoSum, Fill, Clear, Sort & Filter, Find & Select, Analyze Data

F9

A B C D E F G H I J K L M N

| SHEET METAL SHOP ATTENDANCE | | | | | | | |
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Y = YES
N = NO
V = VAC
X = WEE

Highlight Cells Rules >

- Greater Than...
- Less Than...
- Between...
- Equal To...
- Text that Contains...
- A Date Occurring...
- Duplicate Values...
- More Rules...

Top/Bottom Rules >

Data Bars >

Color Scales >

Icon Sets >

New Rule...

Clear Rules >

Manage Rules...

Hover your cursor over Highlight Cells Rules.

Undo | Clipboard | Font (Calibri, 11) | Alignment (General) | Number (General)

Conditional Formatting | Format as Table | Cell Styles | Insert | Delete | Format | AutoSum | Fill | Clear | Sort & Filter | Find & Select | Analyze Data

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A B C D E F G H I J K L M N

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

- Greater Than...
- Less Than...
- Between...
- Equal To...**
- Text that Contains...
- A Date Occurring...
- Duplicate Values...
- More Rules...

And then click on Equal To.

F9

Equal To

Format cells that are EQUAL TO:

y with Light Red Fill with Dark Red Text

OK Cancel

- Y = YES
- N = NO
- V = VACATION
- X = WEEKEND

In the box titled Format cells that are EQUAL TO, type in your first letter or number. It can also be a word, or a string of numbers. Whatever you choose.

SHEET METAL SHOP ATTENDANCE

| NAME | MON | TUE | WED | THUR | FRI | SAT | SUN |
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- Y = YES
- N = NO
- V = VACATION
- X = WEEKEND

Equal To

Format cells that are EQUAL TO:

y with Light Red Fill with Dark Red Text

OK Cancel

Click on the dropdown menu on the right to choose your color.

Clipboard: Undo, Paste, Copy, Paste with Styles

Font: Font Face (Calibri), Size (11), Bold, Italic, Underline, Text Color, Background Color, Increase/Decrease Indent, Merge & Center, Wrap Text

Number: General, Currency (\$), Percentage (%), Thousand Separator (comma), Decimals (0, .00, .000)

Styles: Conditional Formatting, Format as Table, Cell Styles

Cells: Insert, Delete, Format

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

F9

| SHEET METAL SHOP ATTENDANCE | | | | | | | |
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| NAME | MON | TUE | WED | THUR | FRI | SAT | SUN |
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- Y = YES
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- X = WEEKEND

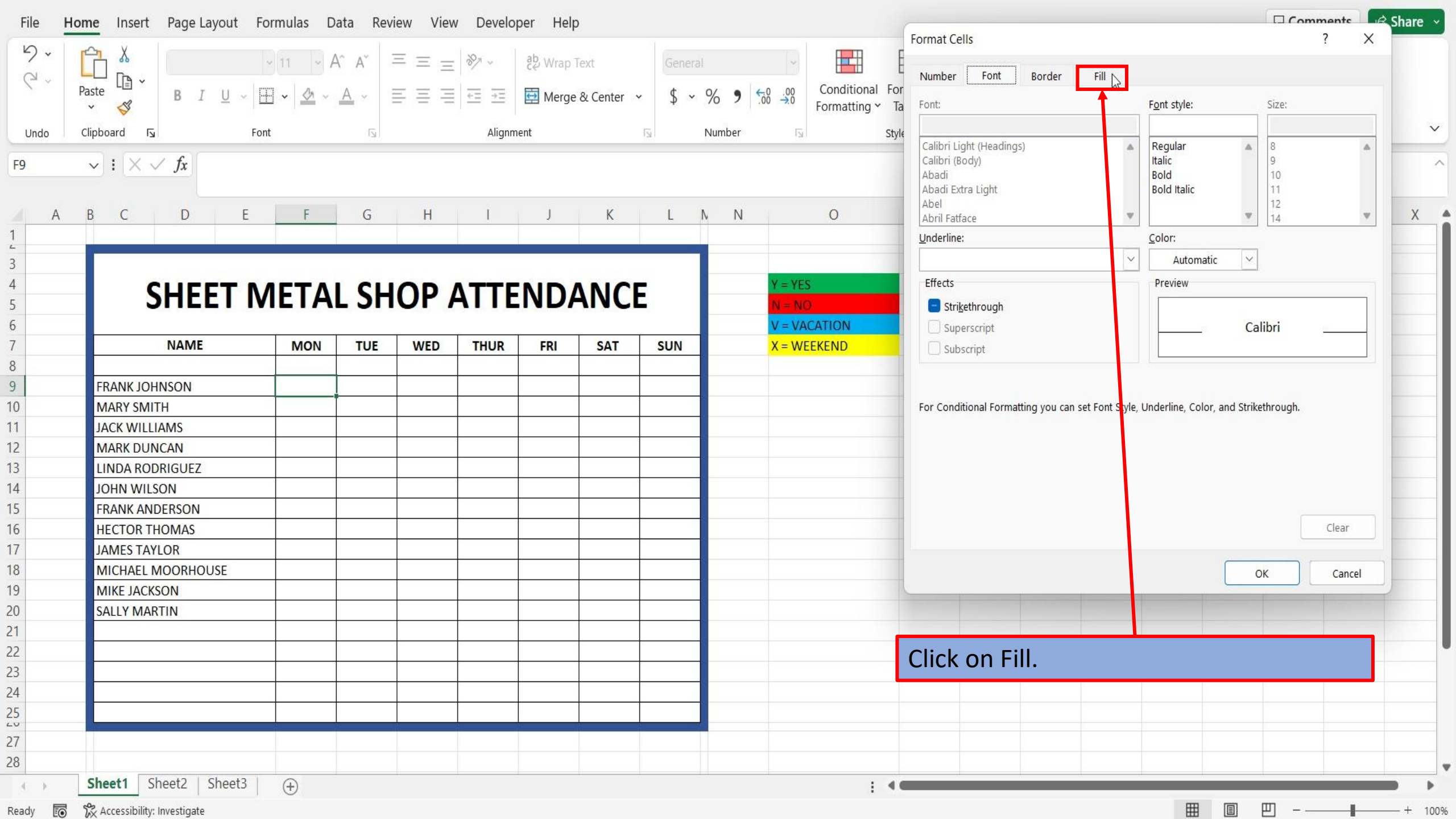
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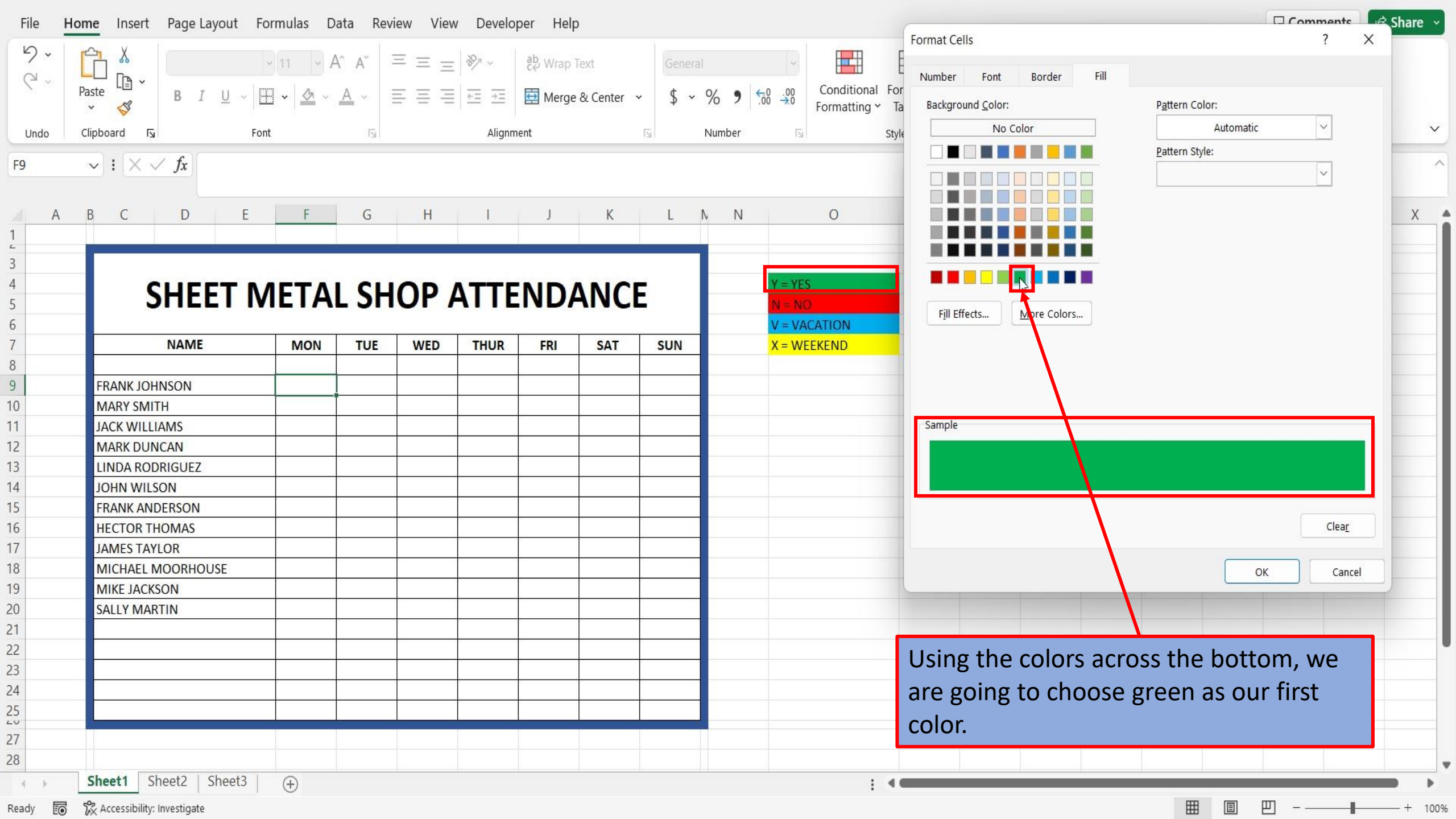
Format cells that are EQUAL TO:

Y with Light Red Fill with Dark Red Text

- Light Red Fill with Dark Red Text
- Yellow Fill with Dark Yellow Text
- Green Fill with Dark Green Text
- Light Red Fill
- Red Text
- Red Border
- Custom Format...

Instead of using one of the pre-populated colors, we are going to customize ours by choosing Custom Format.





SHEET METAL SHOP ATTENDANCE

| NAME | MON | TUE | WED | THUR | FRI | SAT | SUN |
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| FRANK JOHNSON | | | | | | | |
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- Y = YES
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- X = WEEKEND

Format Cells

Number Font Border Fill

Background Color:

Pattern Color: Automatic

Pattern Style:

Sample

Clear

OK Cancel

Using the colors across the bottom, we are going to choose green as our first color.

Clipboard: Undo, Paste, Copy, Cut, Format Painter, Merge & Center

Font: Font Face (Calibri), Size (11), Bold (B), Italic (I), Underline (U), Text Color (A), Background Color (A), Increase/Decrease Indent, Decrease/Increase Spacing, Text Wrapping (Wrap Text)

Alignment: Center, Left, Right, Justify, Merge & Center, Text Wrapping (Wrap Text)

Number: General, Currency (\$), Percentage (%), Comma (,), Thousand Separator (.), Negative (←), Positive (→)

F9

A B C D E F G H I J K L M N O

| | NAME | MON | TUE | WED | THUR | FRI | SAT | SUN |
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- Y = YES
- N = NO
- V = VACATION
- X = WEEKEND

Format Cells dialog box, Fill tab. Background color is set to green. Legend: Y = YES (green), N = NO (red), V = VACATION (blue), X = WEEKEND (yellow).

Click OK.

F9

Equal To

Format cells that are EQUAL TO:

Y with Custom Format...

OK Cancel

- Y = YES
- N = NO
- V = VACATION
- X = WEEKEND

Click OK again.

SHEET METAL SHOP ATTENDANCE

| NAME | MON | TUE | WED | THUR | FRI | SAT | SUN |
|-------------------|-----|-----|-----|------|-----|-----|-----|
| FRANK JOHNSON | | | | | | | |
| MARY SMITH | | | | | | | |
| JACK WILLIAMS | | | | | | | |
| MARK DUNCAN | | | | | | | |
| LINDA RODRIGUEZ | | | | | | | |
| JOHN WILSON | | | | | | | |
| FRANK ANDERSON | | | | | | | |
| HECTOR THOMAS | | | | | | | |
| JAMES TAYLOR | | | | | | | |
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F10

A B C D E F G H I J K L M N O P Q R S T U V W

| | NAME | MON | TUE | WED | THUR | FRI | SAT | SUN |
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| 9 | FRANK JOHNSON | Y | | | | | | |
| 10 | MARY SMITH | | | | | | | |
| 11 | JACK WILLIAMS | | | | | | | |
| 12 | MARK DUNCAN | | | | | | | |
| 13 | LINDA RODRIGUEZ | | | | | | | |
| 14 | JOHN WILSON | | | | | | | |
| 15 | FRANK ANDERSON | | | | | | | |
| 16 | HECTOR THOMAS | | | | | | | |
| 17 | JAMES TAYLOR | | | | | | | |
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- Y = YES
- N = NO
- V = VACATION
- X = WEEKEND

Now, when you put the letter Y into the cell it automatically turns green.

F10

A B C D E F G H I J K L M N O P Q R S T U V W

| | NAME | MON | TUE | WED | THUR | FRI | SAT | SUN |
|----|-------------------|-----|-----|-----|------|-----|-----|-----|
| 9 | FRANK JOHNSON | Y | | | | | | |
| 10 | MARY SMITH | | | | | | | |
| 11 | JACK WILLIAMS | | | | | | | |
| 12 | MARK DUNCAN | | | | | | | |
| 13 | LINDA RODRIGUEZ | | | | | | | |
| 14 | JOHN WILSON | | | | | | | |
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- Y = YES
- N = NO
- V = VACATION
- X = WEEKEND

If you were to do each cell this way it would be a lot of work and take a long time to format each and every cell in this workbook.

F9

A B C D E F G H I J K L M N O P Q R S T U V W X

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SHEET METAL SHOP ATTENDANCE

| NAME | MON | TUE | WED | THUR | FRI | SAT | SUN |
|-------------------|-----|-----|-----|------|-----|-----|-----|
| FRANK JOHNSON | | | | | | | |
| MARY SMITH | | | | | | | |
| JACK WILLIAMS | | | | | | | |
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- Y = YES
- N = NO
- V = VACATION
- X = WEEKEND

To make this much easier, we will instead, highlight all the cells for the week, for the first employee.

Clipboard: Undo, Paste, Copy, Paste with icons

Font: Calibri, 11, Bold (B), Italic (I), Underline (U), Text Color (A), Background Color (fill icon)

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

Number: General, Currency (\$), Percentage (%), Thousand Separator (comma), Increase Decimal (0.00), Decrease Decimal (0.00)

Styles: Conditional Formatting (highlighted with a red box), Format as Table, Cell Styles

Cells: Insert, Delete, Format

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

F9

A B C D E F G H I J K L M N R S T U V W X

| SHEET METAL SHOP ATTENDANCE | | | | | | | |
|-----------------------------|-----|-----|-----|------|-----|-----|-----|
| NAME | MON | TUE | WED | THUR | FRI | SAT | SUN |
| FRANK JOHNSON | | | | | | | |
| MARY SMITH | | | | | | | |
| JACK WILLIAMS | | | | | | | |
| MARK DUNCAN | | | | | | | |
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- Y = YES
- N = NO
- V = VACATION
- X = WEEKEND

Conditional Formatting

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

[Tell me more](#)

As before, click on Conditional Formatting.

Clipboard: Undo, Paste, Copy, Cut, Format Painter

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

Alignment: Left, Center, Right, Indent, Merge & Center

Number: General, Currency, Percentage, Decimals, Fractions

Conditional Formatting, Format as Table, Cell Styles

Insert, Delete, Format

AutoSum, Fill, Clear

Sort & Filter, Find & Select, Analyze Data

F9

A B C D E F G H I J K L M N

| SHEET METAL SHOP ATTENDANCE | | | | | | | |
|-----------------------------|-----|-----|-----|------|-----|-----|-----|
| NAME | MON | TUE | WED | THUR | FRI | SAT | SUN |
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| SALLY MARTIN | | | | | | | |

Y = YES
N = NO
V = VAC
X = WEE

Highlight Cells Rules >

Greater Than...

Less Than...

Between...

Equal To...

Text that Contains...

A Date Occurring...

Duplicate Values...

More Rules...

Hover your cursor over Highlight Cells Rules.

Undo Clipboard Font Alignment Number

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Wrap Text

General

B I U 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

Editing Analysis

F9

A B C D E F G H I J K L M N

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SHEET METAL SHOP ATTENDANCE

| NAME | MON | TUE | WED | THUR | FRI | SAT | SUN |
|-------------------|-----|-----|-----|------|-----|-----|-----|
| FRANK JOHNSON | | | | | | | |
| MARY SMITH | | | | | | | |
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Y = YES
 N = NO
 V = VAC
 X = WEE

Highlight Cells Rules >

Top/Bottom Rules >

Data Bars >

Color Scales >

Icon Sets >

New Rule...

Clear Rules >

Manage Rules...

Greater Than...

Less Than...

Between...

Equal To...

Text that Contains...

A Date Occurring...

Duplicate Values...

More Rules...

And then click on Equal To.

F9

Equal To

Format cells that are EQUAL TO:

Y with Light Red Fill with Dark Red Text

OK Cancel

- Y = YES
- N = NO
- V = VACATION
- X = WEEKEND

In the box titled Format cells that are EQUAL TO, type in your first letter or number. It can also be a word, or a string of numbers. Whatever you choose.

SHEET METAL SHOP ATTENDANCE

| NAME | MON | TUE | WED | THUR | FRI | SAT | SUN |
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| FRANK JOHNSON | | | | | | | |
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- Y = YES
- N = NO
- V = VACATION
- X = WEEKEND

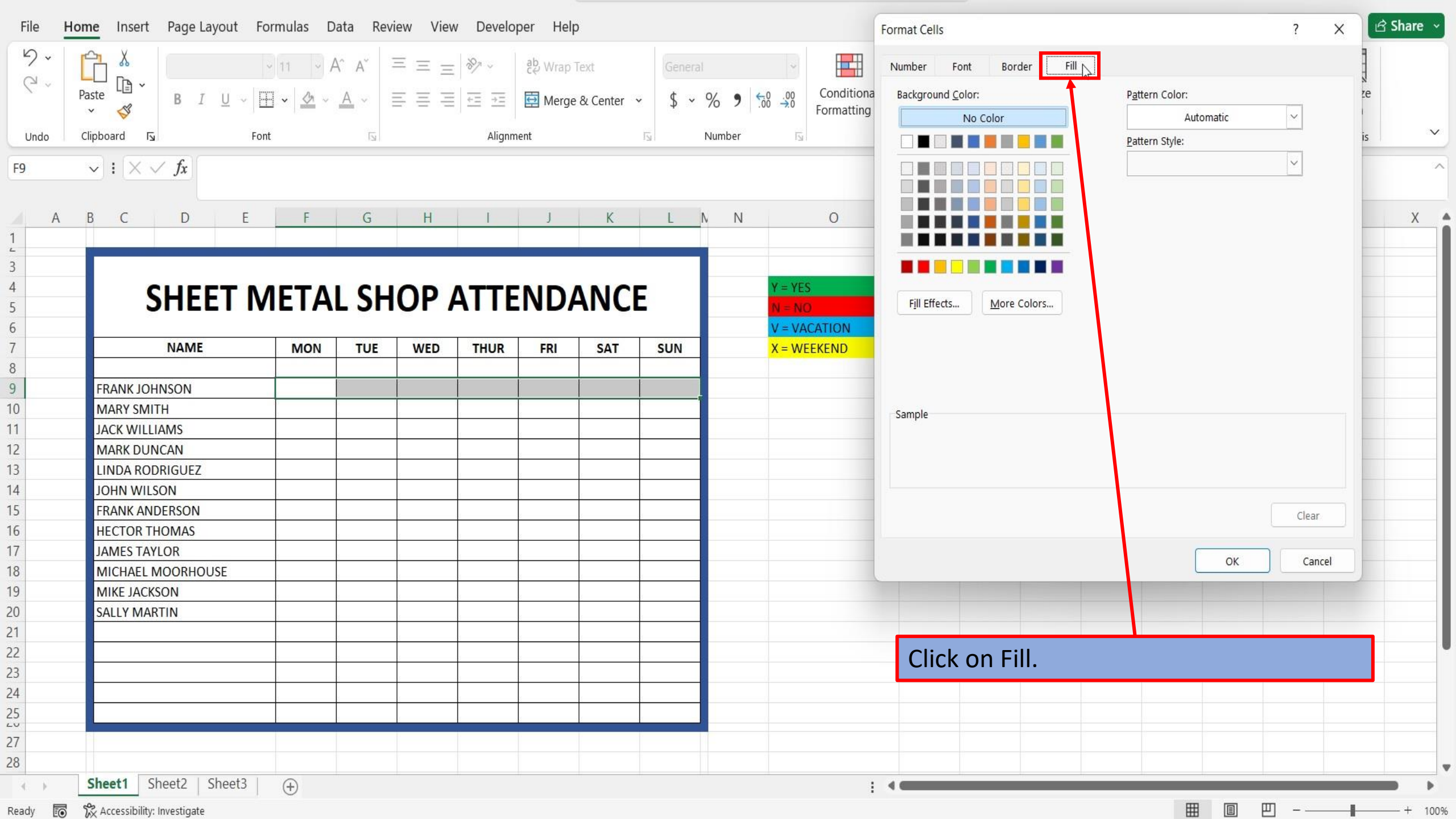
Equal To

Format cells that are EQUAL TO:

Y with Light Red Fill with Dark Red Text

OK Cancel

Click on the dropdown menu on the right to choose your color.



Undo Paste Font Alignment Number

Font: 11, A^, A^, B, I, U, Merge & Center

Alignment: Merge & Center

Number: \$, %, , .00, .00

F9

A B C D E F G H I J K L M N O

| | NAME | MON | TUE | WED | THUR | FRI | SAT | SUN |
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| 9 | FRANK JOHNSON | | | | | | | |
| 10 | MARY SMITH | | | | | | | |
| 11 | JACK WILLIAMS | | | | | | | |
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Y = YES
N = NO
V = VACATION
X = WEEKEND

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 Fill.

Clipboard: Undo, Paste, Copy, Paste with icons

Font: Font face, Size (11), Bold (B), Italic (I), Underline (U), Text color (A), Background color (A), Font color (A), Font style (underline, strikethrough, superscript, subscript)

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

Number: General, Currency (\$), Percentage (%), Thousand separator (comma), Decimal places (0.00, 0.00)

F9

A B C D E F G H I J K L M N O

| SHEET METAL SHOP ATTENDANCE | | | | | | | |
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| NAME | MON | TUE | WED | THUR | FRI | SAT | SUN |
| FRANK JOHNSON | | | | | | | |
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- Y = YES
- N = NO
- V = VACATION
- X = WEEKEND

Format Cells dialog box

Number | Font | Border | Fill

Background Color: No Color, Automatic, Pattern Color: Automatic, Pattern Style: Automatic

Color palette with a red box around the green color swatch.

Buttons: Fill Effects..., More Colors...

Sample: A horizontal bar with a green fill, also with a red box around it.

Buttons: Clear, OK, Cancel

And choose your first color.

Clipboard: Undo, Paste, Copy, Paste with icons

Font: Font face (Calibri), Size (11), Bold (B), Italic (I), Underline (U), Text color (A), Background color (fill), Font color (A), Merge & Center

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

Number: General, Currency (\$), Percentage (%), Decimals (0.00), Thousands Separator (,) , Conditional Formatting

F9

A B C D E F G H I J K L M N O

| | NAME | MON | TUE | WED | THUR | FRI | SAT | SUN |
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| 9 | FRANK JOHNSON | | | | | | | |
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- Y = YES
- N = NO
- V = VACATION
- X = WEEKEND

Format Cells dialog box

Number | Font | Border | Fill

Background Color: No Color

Pattern Color: Automatic

Pattern Style:

Sample: [Green bar]

Clear

OK Cancel

Click OK.

Clipboard: Undo, Paste, Copy, Paste with icons

Font: Font face (Calibri), Size (11), Bold (B), Italic (I), Underline (U), Text color (A), Background color (A), Increase/Decrease indent, Merge & Center, Wrap Text

Number: General, Currency (\$), Percentage (%), Thousand separator (comma), Decimals (0.00), Increase/Decrease decimal places

Styles: Conditional Formatting, Format as Table, Cell Styles

Cells: Insert, Delete, Format

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

F9

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O |
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- Y = YES
- N = NO
- V = VACATION
- X = WEEKEND

Equal To

Format cells that are EQUAL TO:

Y with Custom Format...

OK Cancel

Click OK again.

Clipboard: Undo, Paste, Copy, Paste with icons

Font: Calibri, 11, Bold (B), Italic (I), Underline (U), Text Color (A), Background Color (A)

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

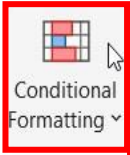
Number: General, Currency (\$), Percentage (%), Thousand Separator (,), Increase/Decrease Decimal (0.00)

Styles: Conditional Formatting, Format as Table, Cell Styles

Cells: Insert, Delete, Format

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

Analysis: 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](#)

- Y = YES
- N = NO
- V = VACATION
- X = WEEKEND

Click on Conditional Formatting.

F9

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | R | S | T | U | V | W | X |
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| 10 | | MARY SMITH | | | | | | | | | | | | | | | | | | | |
| 11 | | JACK WILLIAMS | | | | | | | | | | | | | | | | | | | |
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| 16 | | HECTOR THOMAS | | | | | | | | | | | | | | | | | | | |
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| 19 | | MIKE JACKSON | | | | | | | | | | | | | | | | | | | |
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Clipboard: Undo, Paste, Copy, Cut, Format Painter

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

Alignment: Left, Center, Right, Indent, Decrease Indent, Increase Indent, Merge & Center

Number: General, Currency, Percentage, Thousand Separator, Accounting

Conditional Formatting, Format as Table, Cell Styles

Insert, Delete, Format

AutoSum, Fill, Clear

Sort & Filter, Find & Select, Analyze Data

F9

A B C D E F G H I J K L M N

| SHEET METAL SHOP ATTENDANCE | | | | | | | |
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| NAME | MON | TUE | WED | THUR | FRI | SAT | SUN |
| FRANK JOHNSON | | | | | | | |
| MARY SMITH | | | | | | | |
| JACK WILLIAMS | | | | | | | |
| MARK DUNCAN | | | | | | | |
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Y = YES
N = NO
V = VAC
X = WEE

- Highlight Cells Rules >
- Greater Than...
- Less Than...
- Between...
- Equal To...
- Text that Contains...
- A Date Occurring...
- Duplicate Values...
- More Rules...
- Top/Bottom Rules >
- Data Bars >
- Color Scales >
- Icon Sets >
- New Rule...
- Clear Rules >
- Manage Rules...

Hover over Highlight Cells Rules.

Undo Paste Font Alignment Number

Conditional Formatting Format as Table Cell Styles Insert Delete Format AutoSum Fill Clear Sort & Filter Find & Select Analyze Data

F9

A B C D E F G H I J K L M N

| SHEET METAL SHOP ATTENDANCE | | | | | | | |
|-----------------------------|-----|-----|-----|------|-----|-----|-----|
| NAME | MON | TUE | WED | THUR | FRI | SAT | SUN |
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Y = YES
N = NO
V = VAC
X = WEE

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

Greater Than...
Less Than...
Between...
Equal To...
Text that Contains...
A Date Occurring...
Duplicate Values...
More Rules...

Click on Equal To.

Clipboard: Undo, Paste, Copy, Paste with icons

Font: Font face (Calibri), Size (11), Bold (B), Italic (I), Underline (U), Text color (A), Background color (A), Paragraph (¶), Merge & Center

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

Number: General, Currency (\$), Percentage (%), Thousand Separator (comma), Negative numbers (left arrow), Zero (0), Positive numbers (right arrow)

Styles: Conditional Formatting, Format as Table, Cell Styles

Cells: Insert, Delete, Format

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

Analysis: Analyze Data

F9

| SHEET METAL SHOP ATTENDANCE | | | | | | | |
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| NAME | MON | TUE | WED | THUR | FRI | SAT | SUN |
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- Y = YES
- N = NO
- V = VACATION
- X = WEEKEND

Equal To

Format cells that are EQUAL TO:

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OK Cancel

Put in the letter for your second color.

F9

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- Y = YES
- N = NO
- V = VACATION
- X = WEEKEND

Equal To

Format cells that are EQUAL TO:

N with Light Red Fill with Dark Red Text

OK Cancel

Click on the dropdown menu.

Clipboard: Undo, Paste, Copy, Cut

Font: Font Face (Calibri), Size (11), Bold (B), Italic (I), Underline (U), Text Color (A), Background Color (fill), Increase/Decrease Indent, Merge & Center

Alignment: General, Text Alignment (Left, Center, Right), Orientation (Horizontal, Vertical), Wrap Text, Merge & Center

Number: Currency (\$), Percentage (%), Thousand Separator (comma), Decimal Places (0.00)

Styles: Conditional Formatting, Format as Table, Cell Styles

Cells: Insert, Delete, Format

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

Analysis: Analyze Data

F9

| SHEET METAL SHOP ATTENDANCE | | | | | | | |
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- Y = YES
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- V = VACATION
- X = WEEKEND

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Format cells that are EQUAL TO:

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- Light Red Fill with Dark Red Text
- Light Red Fill with Dark Red Text
- Yellow Fill with Dark Yellow Text
- Green Fill with Dark Green Text
- Light Red Fill
- Red Text
- Red Border
- Custom Format...

Click on Custom Format.

Clipboard: Undo, Paste, Copy, Cut

Font: Font Face (Calibri), Size (11), Bold (B), Italic (I), Underline (U), Text Color (A), Background Color (fill), Font Color (A), Paragraph Spacing (lines and indent), Text Orientation (orientation), Merge & Center

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

Number: General, Currency (\$), Percentage (%), Thousand Separator (comma), Decimal Places (0.00), Increase/Decrease Decimal Places (left/right arrows)

F9

A B C D E F G H I J K L M N O

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- Y = YES
- N = NO
- V = VACATION
- X = WEEKEND

Format Cells dialog box: Number, Font, Border, Fill

Background Color: No Color, color palette

Pattern Color: Automatic, Pattern Style

Sample: Red bar

Buttons: Fill Effects..., More Colors..., Clear, OK, Cancel

And choose your next color.

Clipboard: Undo, Paste, Copy, Cut

Font: Font Face (Calibri), Size (11), Bold (B), Italic (I), Underline (U), Text Color (A), Background Color (fill), Font Color (A), Paragraph (bullets, indent), Merge & Center

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

Number: General, Currency (\$), Percentage (%), Decimals (0.00), Increase/Decrease Decimals

F9

A B C D E F G H I J K L M N O

| SHEET METAL SHOP ATTENDANCE | | | | | | | |
|-----------------------------|-----|-----|-----|------|-----|-----|-----|
| NAME | MON | TUE | WED | THUR | FRI | SAT | SUN |
| FRANK JOHNSON | | | | | | | |
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| JACK WILLIAMS | | | | | | | |
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| HECTOR THOMAS | | | | | | | |
| JAMES TAYLOR | | | | | | | |
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- Y = YES
- N = NO
- V = VACATION
- X = WEEKEND

Format Cells dialog box

Number | Font | Border | Fill

Background Color: No Color, color palette, Fill Effects..., More Colors...

Pattern Color: Automatic, Pattern Style

Sample: Red bar

Buttons: Clear, OK, Cancel

Click OK.

F9

Equal To

Format cells that are EQUAL TO:

N with Custom Format...

OK Cancel

- Y = YES
- N = NO
- V = VACATION
- X = WEEKEND

And click OK again.

SHEET METAL SHOP ATTENDANCE

| NAME | MON | TUE | WED | THUR | FRI | SAT | SUN |
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Clipboard: Undo, Paste, Copy, Paste with Styles, Paste as Text Only, Paste as Plain Text and Unformatted Text Only

Font: Calibri, 11, Bold, Italic, Underline, Text Color, Background Color, Font Color, Increase/Decrease Font Size, Clear All, Merge & Center, Wrap Text

Alignment: General, Left, Center, Right, Justify, Indent Left, Indent Right, Decrease Indent, Increase Indent, Merge & Center, Merge & Center with All Cells, Merge & Center Limit Merge Cells, Merge & Center with Duplicates

Number: General, Text, Percentage, Currency, Accounting, Fraction, Decimals, Thousands Separator, Comma Separator, Negative numbers in parentheses, Negative numbers with leading minus sign, Thousands Separator, Comma Separator, Negative numbers in parentheses, Negative numbers with leading minus sign

Styles: Conditional Formatting, Format as Table, Cell Styles

Cells: Insert, Delete, Format

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

F9

A B C D E F G H I J K L M N O P Q R S T U V W X

| | NAME | MON | TUE | WED | THUR | FRI | SAT | SUN |
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| 9 | FRANK JOHNSON | | | | | | | |
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- Y = YES
- N = NO
- V = VACATION
- X = WEEKEND

Now, repeat this process for your remaining colors.

Clipboard: Undo, Paste, Copy, Paste with icons

Font: Calibri, 11, Bold (B), Italic (I), Underline (U), Text Color (A), Background Color (fill icon)

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

Number: General, Currency (\$), Percentage (%), Thousand Separator (comma), Decimals (0, .00, .000)

Styles: Conditional Formatting, Format as Table, Cell Styles

Cells: Insert, Delete, Format

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

Analysis: Analyze Data

F9

A B C D E F G H I J K L M N O P Q R S T U V W X

| | NAME | MON | TUE | WED | THUR | FRI | SAT | SUN |
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- Y = YES
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- V = VACATION
- X = WEEKEND



Once you have completed this for all of your colors, left click on the plus sign in the bottom right of the cells that you have highlighted.

Clipboard: Undo, Paste, Copy, Cut

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

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

Number: General, Currency, Percentage, Comma, Thousand Separator, Increase Decimal, Decrease Decimal

Styles: Conditional Formatting, Format as Table, Cell Styles

Cells: Insert, Delete, Format

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

Analysis: Analyze Data

F9

A B C D E F G H I J K L M N O P Q R S T U V W X

| | NAME | MON | TUE | WED | THUR | FRI | SAT | SUN |
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| 9 | FRANK JOHNSON | | | | | | | |
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- Y = YES
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- V = VACATION
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And while still holding down the left mouse button, drag that row of cells to the bottom of your form.

Clipboard: Undo, Paste, Copy, Cut

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

Alignment: Left, Center, Right, Indent, Merge & Center

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

Styles: Conditional Formatting, Format as Table, Cell Styles

Cells: Insert, Delete, Format

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

Analysis: Analyze Data

L24

A B C D E F G H I J K L M N O P Q R S T U V W

| | NAME | MON | TUE | WED | THUR | FRI | SAT | SUN |
|----|-------------------|-----|-----|-----|------|-----|-----|-----|
| 9 | FRANK JOHNSON | Y | Y | Y | Y | N | | |
| 10 | MARY SMITH | Y | Y | Y | Y | Y | | |
| 11 | JACK WILLIAMS | Y | Y | Y | Y | Y | X | X |
| 12 | MARK DUNCAN | Y | N | Y | Y | Y | | |
| 13 | LINDA RODRIGUEZ | Y | Y | Y | Y | N | | |
| 14 | JOHN WILSON | Y | Y | Y | Y | Y | | |
| 15 | FRANK ANDERSON | Y | Y | Y | Y | Y | X | X |
| 16 | HECTOR THOMAS | Y | Y | N | Y | Y | X | X |
| 17 | JAMES TAYLOR | Y | Y | Y | Y | Y | | |
| 18 | MICHAEL MOORHOUSE | Y | Y | Y | Y | N | | |
| 19 | MIKE JACKSON | Y | Y | Y | Y | Y | X | X |
| 20 | SALLY MARTIN | V | V | V | V | V | | |

- Y = YES
- N = NO
- V = VACATION
- X = WEEKEND

You now have an Excel worksheet where the cells will change color based on that cells input.

[View This Tutorial On My Website](#)

[View The Video Tutorial Here](#)

[Visit My YouTube Channel](#)

