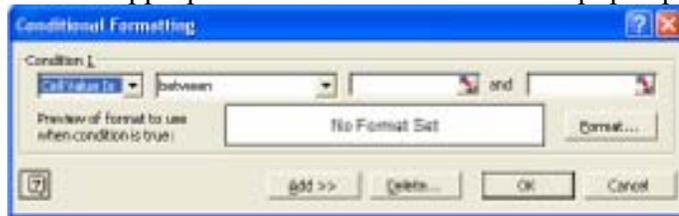


# Excel Tutorials

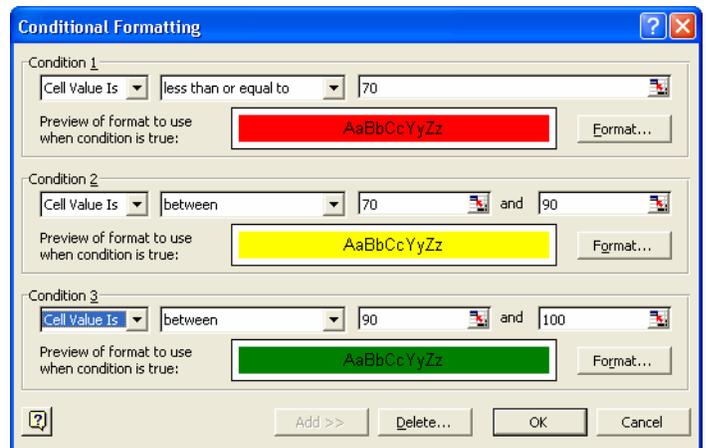
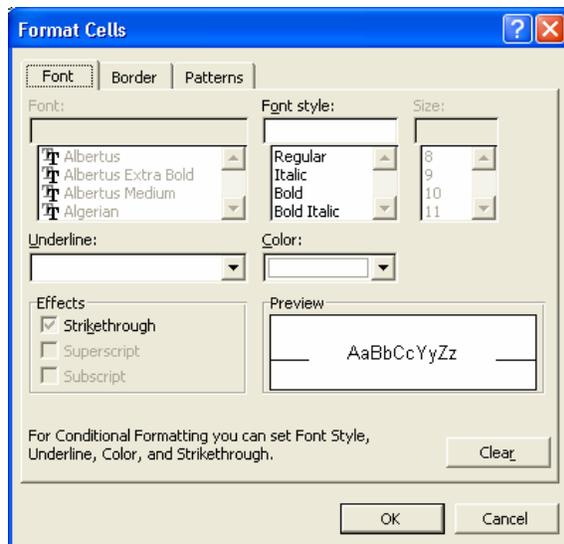
## Conditional Formatting (“Red Flagging”)

Conditional formatting allows you to have a cell to have a “red flag” depending on its contents. You can use this to look at a large group of data and automatically change the background of each cell, its borders, or its font characteristics. To do this

1. Click on the cell whose formatting you want to change (“flag”).
2. In the menu bar, click on **Format**→**Conditional Formatting**.
3. Edit the appropriate values in the box which pops up.



4. Click the **Format** Button.
5. Edit the Font, Border, and Patterns (Color) tabs to fit the style you would like. *Remember, this formatting will only be used if the condition is TRUE.*
6. If you would like to add additional conditional formatting, Click on the **ADD>>** button above. You can have three conditions per cell.



Example Completed Conditional Formatting Pop up

## To copy and paste this formatting

1. Click on the cell which has the formatting you wish to copy.
2. Either type **Ctrl-C** or do **Edit→Copy**
3. Click on or highlight the cell(s) that you wish to have the same formatting.
4. **DO NOT TYPE CTRL-V.**
5. From the menubar, use **Edit→Paste Special**
6. Click on **Formats** radiobutton.
7. Click **OK** button.



You do not use the regular **Paste (Ctrl-V)** because you are not copying a value or a formula, instead you are copying the “formatting” of the cell, i.e. the conditional color selection.