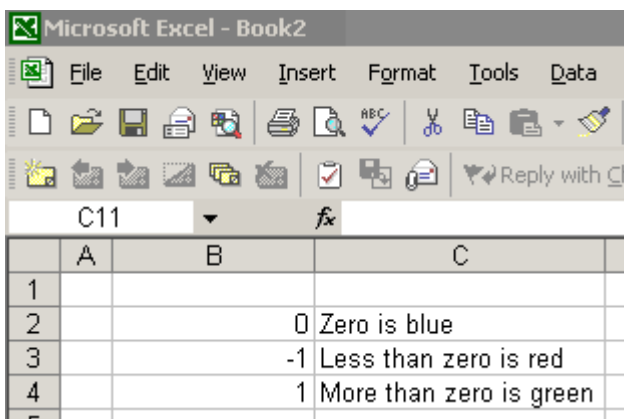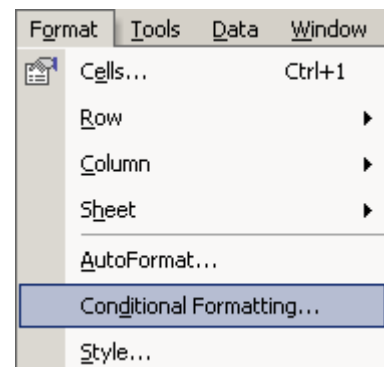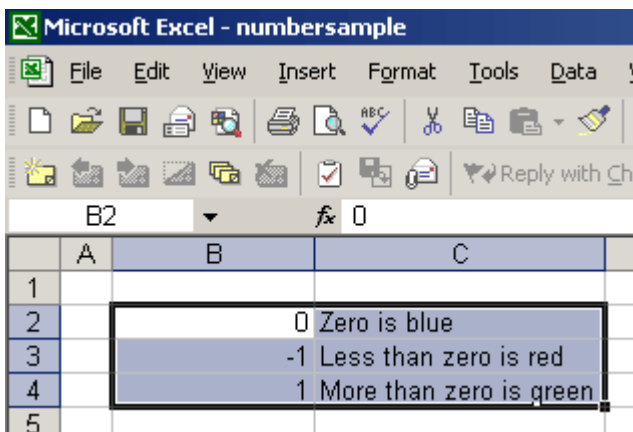# Conditional Formatting

In this tutorial, we will set up cells to be highlighted based on whether or not they are less than, greater than, or equal to zero. We'll make cells change colours based off of this condition.

1. Open a new Excel file.

2. Type in some sample numbers in a column. In my sample, I have typed 0, -1, and 1. When we're finished with the tutorial, our sample file will show the conditional formatting in action immediately. In column C, I have typed descriptions on which colour the cells should be.
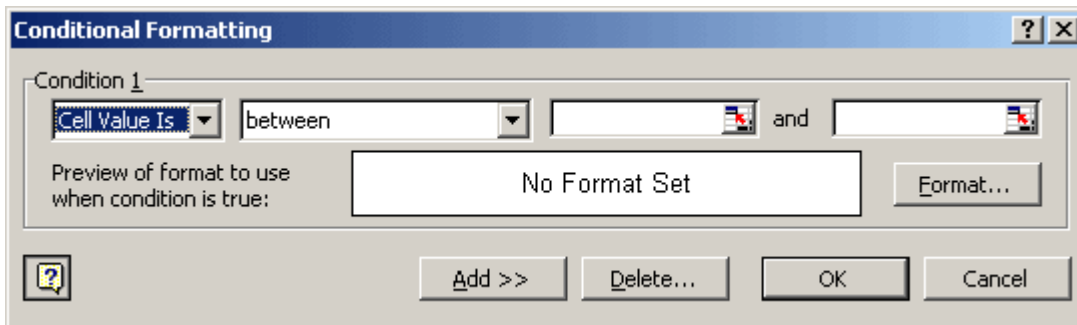

3. Select the cells you want to be affected by the conditional formatting. In this example, I have selected B2, B3, B4, C2, C3, and C4.

4. Go to **Format** > **Conditional Formatting...**

The **Conditional Formatting** box will appear.
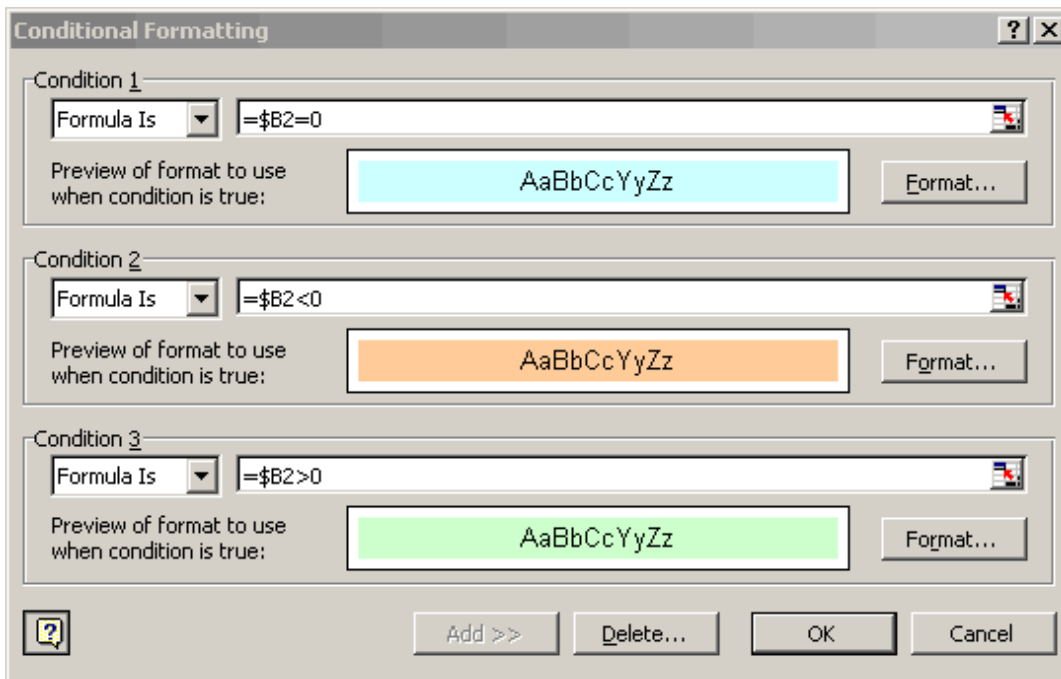

5. In this box, change Condition 1 to "Formula Is".

6. Then type "=$B2=0" without the quotation marks. This is saying that if the cell in this row that resides on the B column is equal to zero, then the conditional formatting will be applied.

7. Click **Format...** to specify the format applied when the condition is true. The format can include font, cell colour, borders, and more.
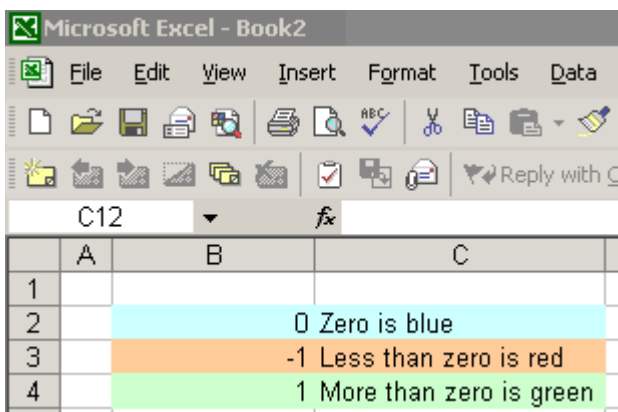
In this example, I set the formatting to colour the cell blue.

8. Click **Add >>** to add another row in the **Conditional Formatting** box.

9. Repeat steps 5 through 7 twice. Specify different formatting options and use the following formulas: "=$B2<0" (pick an orange colour from the format box) and "=$B2>0" (pick a green colour from the format box). When you're done, your **Conditional Formatting** box should look like the sample below.

10. When you are done, click **OK** and your Excel file should look like the example below (top row is blue, middle row is orange and bottom row is green).

If the formatting didn't work, go over the steps to determine what you did wrong.

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