In this lesson you will learn how to do Conditional Formatting.

The project will be a Departmental report, which breaks out and shows departmental expenses for each department.

The goal is to find a way to easily see if there was an increase or a decrease in each of these expense accounts over the two-year range of the report.

- Type a formula in cell E8: =C8-D8
- Right-click on cell E8 and Copy the formula.
- Highlight cells E9 through E12 and Paste

Because of Conditional Formatting, when the report is extracted, if the figure in a cell represents an increase over the two-year report range, the figure will be displayed against a red background. If the figure represents a decrease, it will be displayed against a green background. This is called Conditional Formatting.

In Conditional Formatting, the formatting is a product of a number that is in the cell.
Conditional Formatting

A Format Table will be used to set up conditional formatting.

- Open the Edit menu on the menu bar

- Select Format Tables
- Create a Code for the Format Table
  - The name is up to you. It is basically irrelevant.
  - Enter a Description of the Format Table
At this point, let's review the assignment: to create a Format Table that will be applicable to the entire worksheet. The Format Table will be created in a cell, but once it has been created, it will be attached to all the cells where the criteria are necessary. The first step is to set up the criteria and the desired response.

- In the first row of the Format Table, set up a Range of Values.
  - If the number is between -20000000 to 0, the cell background should be green
  - If the number is negative, the expenses have decreased.
In the lower portion of the interface, click **Use this font color** and also **Use this Background color**.
• Click the Background button
• Select Green
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• Click the next row in the grid pane
• Enter a range of 0 to 2000000
• Click Background button
• Choose red
The Format Table will control how numbers will be displayed:
- If the number is negative, it will be displayed against a green background
- If the number is positive, it will be displayed against a red background

Criteria can be added, so the Format Table is even more sensitive and granular; for instance, a color could be set for zeros to show there is no change, and so forth.

Take a good look at the Format Table interface options. There are several behaviors you can set. We are only going to set the background color for our demonstration.

- Click Save
• Click OK to return to the report worksheet

No changes have been made to our worksheet. The Format Table we created must be attached to the cells we want it to work in.

• Double-click in cell E8
Notice the Format Table fields in the lower right side of the interface.

- In the first field, type in the Code of the Format Table, or use the Assist button to select it.
• We must do this in every cell in which we want the Format Table to work. Do so in cells E9 through E12.

**Extract**

Let's see what we get when we extract the drill path.

• Click the Extract icon
• Then click the Extract Drill Path button
Our conditional formatting is working. But our data is very unrealistic. Keep in mind that we are working with a demonstration database that makes no claims to holding valid data.

A more realistic result would look a bit like this:
Another Format Table

Let's create a second Format Table. This time we want to create formatting that will give us a message in cells F8 through F12 saying “Favorable” or “Unfavorable”, indicating whether the figure in cells E8 through E12 are negative or positive.

- Click in cell F8
• Open the Edit menu
• Select Format Table

- Click New
- Name the Format Table
- Enter the -2000000 to 0 range
- In the Display pane, type in Favorable
- Click in the next row in the grid
- Enter a range of 0 to 200000000
- Type in a Display of Unfavorable
• We need to attach the new Format Table to the report. Click in cell F8 to open the Define Criteria interface
• In the first Format Table field, select Favorable
• Notice that I have changed the value in the Driver Value field to =$E$8
  o We need the E8 cell for the Format Table to work
• We must do this for each of the figure cells E8 through E12

Extract the report to see what we get

• We'll extract the drill path
One thing to keep in mind. The logic will sometimes let you down. The logic has to flow from the top down and from the left to the right.

Let’s say I want the number in cell C10 to be red if the number in cell E10 is positive. The logic would not work. The calculation does not work in the standard order.