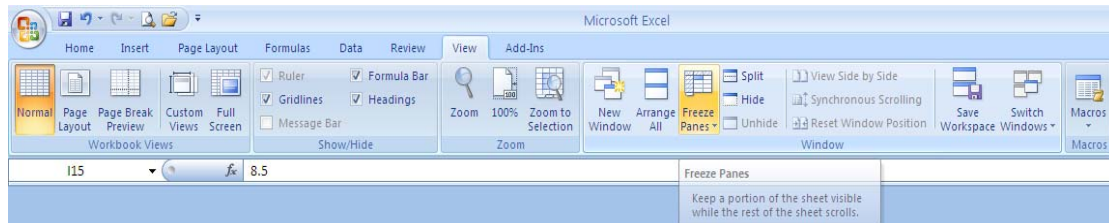# Formatting in Excel 2007

Freezing of Cells:

Freezing cells allows easier maneuverability around the spreadsheet.

1. To freeze cells in excel, select the *Freeze Panes* button under the *View* tab.

2. When you click on the *Freeze Panes* button a drop down box appears with 3 options. The *Freeze Panes* option freezes down and across the center of the screen creating for quadrants to work in. The *Freeze Top Row* freezes the top row so when you scroll down you can always see it. The *Freeze First Column* freezes the first column so when you scroll sideways you always see it.
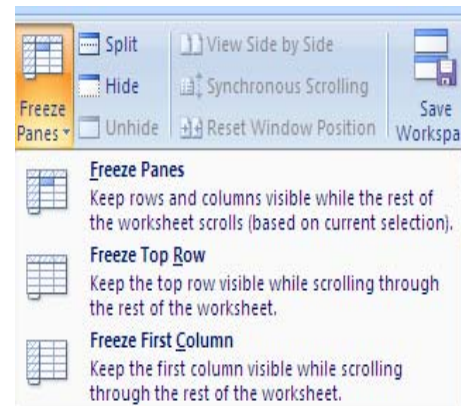
3. To unfreeze the panes, click on *Freeze Panes* and select *Unfreeze Panes* which appears when panes are frozen*.*

Conditional Formatting:

Conditional formatting is similar to filtering, but instead of hiding cells that do not fit your criteria, it highlights the cells that fit your criteria. By highlighting the cells you are able to view your entire list of data as well as easily point out the specific information you are looking for.

1. To perform conditional formatting of data in excel, select the *Conditional Formatting* button under the *Home* tab.

2. When you click on the *Conditional Formatting* button, a drop down box appears giving you many options. Here you can select if you want to highlight cells that are greater than, less than, equal to, etc. to a certain number.   For our example we want to highlight cells with Homework Assignments equal to zero. First select the cells with the Homework score data. Then click on *Equal To…*
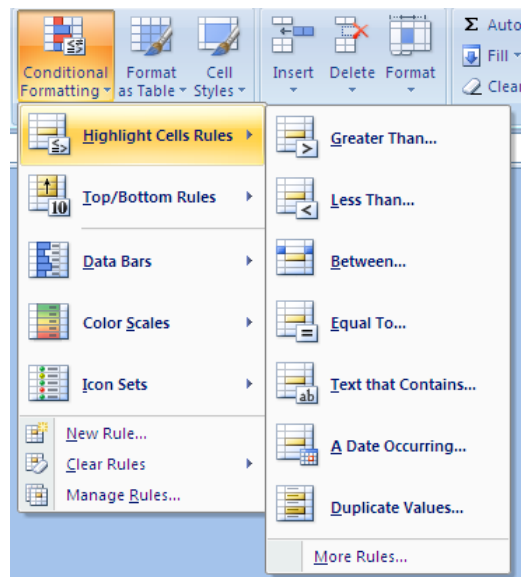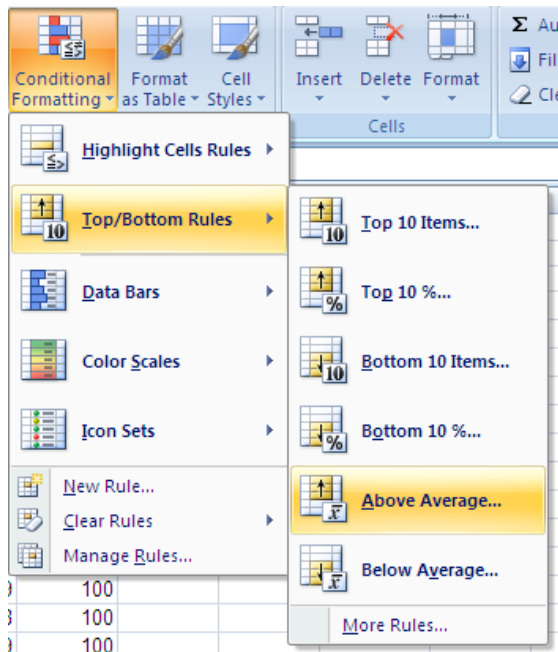

3. You are then prompted to enter in the criteria. To find all the homework assignments equal to zero, place a 0 in the criteria.
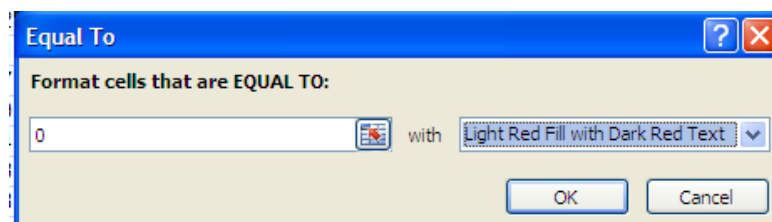
4. Next, determine how you want the cells to be highlighted. In the drop down box you can select different color fill, different color text, or you can customize how it will be highlighted. For our example select *Light Red Fill with Dark Red Text.*

	HW1	HW2	HW3	HW4	Exam1	Lab1	Lab2
Weight	2.5	2.5	2.5	2.5	40	2.5	12.5
Max Score	18	45	60	40	100	10	10
643096	17	37	41	40	85	10	9.25
944541	15	32	43.5	40	79	10	9.25
642473	14	25	8	40	64	10	9.25
908146	15	43	51	40	55	10	9.5
065887	15	43	53	40	69	10	9.5
606118	0	38	56	40	83	10	8.75
650979	15	34	46	40	69	10	9.25
744854	0	33	11	40	77	10	9
902008	17	39	60	40	71	10	9
833410	15	24	25	0	63	10	8.75
840849	15	39	23	40	57	10	9.25
749181	17	39	0	40	69	10	8.75
688073	14	31	50	40	65	10	9
885024	16	42	60	40	81	10	9.5
236253	15	34	47	40	81	10	8.75
978862	15	44	42	40	50	10	9
904180	0	0	0	0	52	10	9.25
133438	17	44	57	40	86	10	9
749972							
986281							
234647							
828989							
826254							
690323							
255818							
914786		45	60	40			
808550	18	45	60	40			
760960	18	45	60	40			

Equal To

Format cells that are EQUAL TO:

`0` 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...

Conditional Formatting | Format as Table | Cell Styles | Insert | Delete | Format
Cells

- Highlight Cells Rules ▸
- Top/Bottom Rules ▸
  - Top 10 Items...
  - Top 10 %...
  - Bottom 10 Items...
  - Bottom 10 %...
  - Above Average...
  - Below Average...
  - More Rules...
- Data Bars ▸
- Color Scales ▸
- Icon Sets ▸
- New Rule...
- Clear Rules ▸
- Manage Rules...

5. Now let's highlight the scores for Exam1 that are above average. First highlight the cells under Exam 1, excluding the weight and max score. Then click on *Conditional Formatting* and select *Above Average.* Select the color *Yellow Fill with Dark Yellow Text.*

Above Average

Format cells that are ABOVE AVERAGE:

for the selected range with Yellow Fill with Dark Yellow Text

OK | Cancel

Note: When applying conditional formatting to data that is in a pivot table, there is a hierarchy followed. If the data conditionally formatted is shown in the pivot table, the highlighting will show up as long as a part of the original data is not deleted.