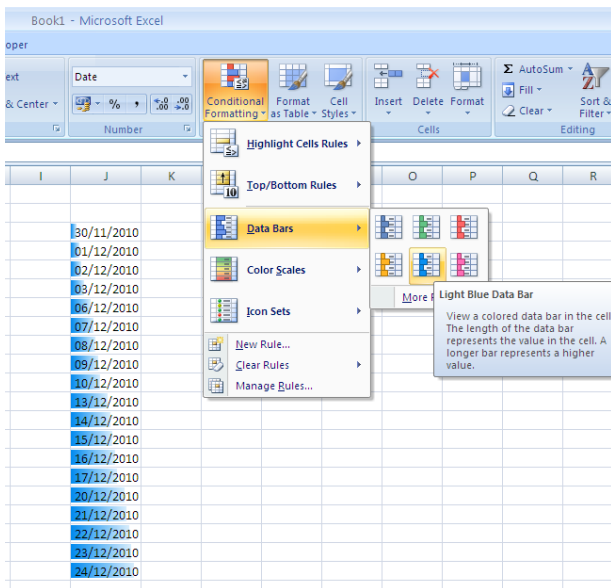
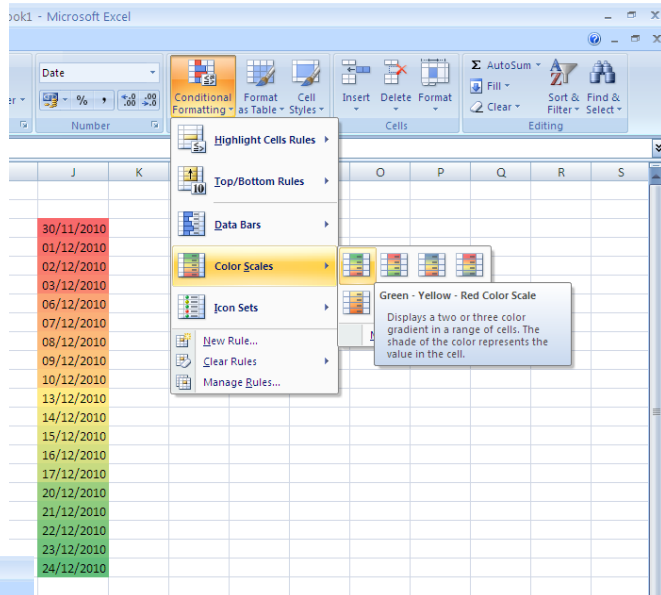


Microsoft Excel 2007 – Conditional Formatting of Dates

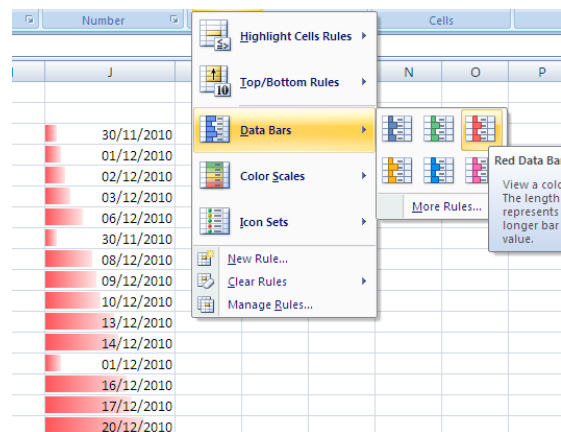
To highlight formula results or other cell values that you want to monitor, you can very quickly identify the cells by applying conditional formats from the Home tab.

For example, suppose a range of cells contain a series of due dates. The critical dates can be emphasised by applying colour scales. In the example shown, the imminent payment dates are highlighted red and then the other dates in the range gradually change colour with the furthest away being green.



In this example, we have selected the same range of dates and applied the data bars conditional formatting.

The length of the data bar represents a higher value therefore, the imminent dates have less colour.



The application of conditional formatting becomes a lot more useful when the dates are not in chronological order as shown here.

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