

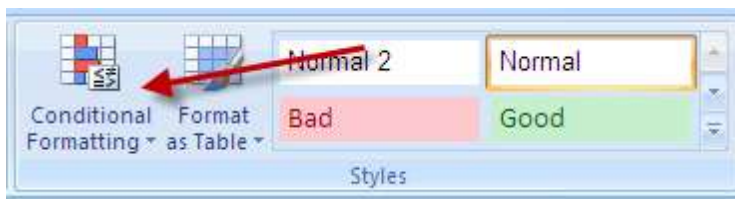
Conditional Formatting in Excel

In some cases, users may want to take data from DataDirector and dump it into Excel in order to apply color coding. In this example, I'll be conditionally formatting running record data to show me which kids are not at their grade's reading level benchmark (they will be red) and which kids are (they will be green).

1. Select the column you would like to conditionally format.

B	C	D
Fall Instructional Level	Fall Accuracy	Fall Self-Correction

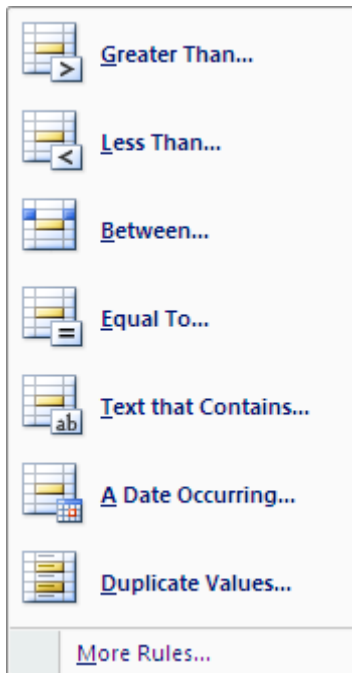
2. Select conditional format from the menu at the top of the screen.



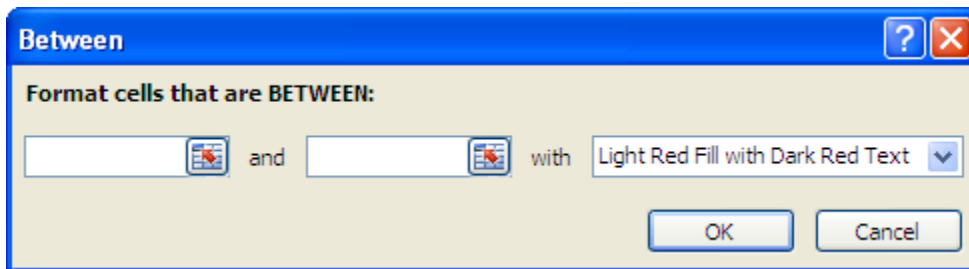
3. Choose "Highlight Cell Rules".



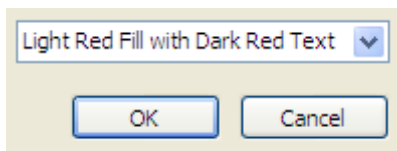
- Depending on the type of data, select the rule you will use to conditionally format. In my example I want to color code all kids whose reading level is between an A and an M red. In this case, I will pick the “Between...” option.



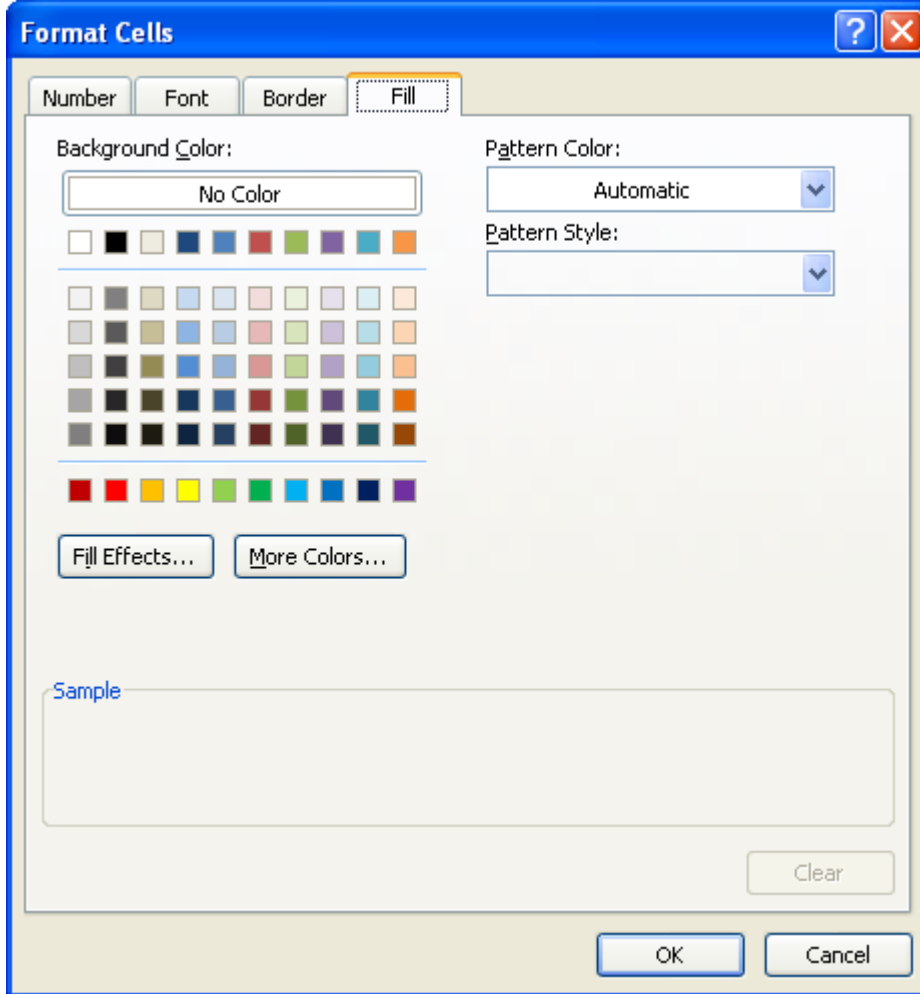
- Enter the conditions. In my case it is between A and M.



- Select the “custom format” option from the drop down menu.



7. Select which color you would like to use for formatting and click ok.



8. Any value in the selected cells that fit your condition will now be formatted according to your rule! You can add multiple rules to cells as well. To complete my example, I would choose to add another rule to my column, but this time my conditions would be between N and Z; these would be colored green.