Google Sheets: Conditional Formatting Tutorial

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CLICK HERE TO WATCH A VIDEO OF THE STEPS!
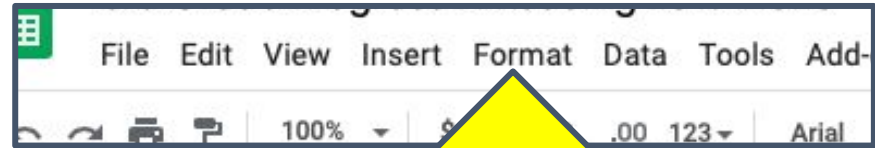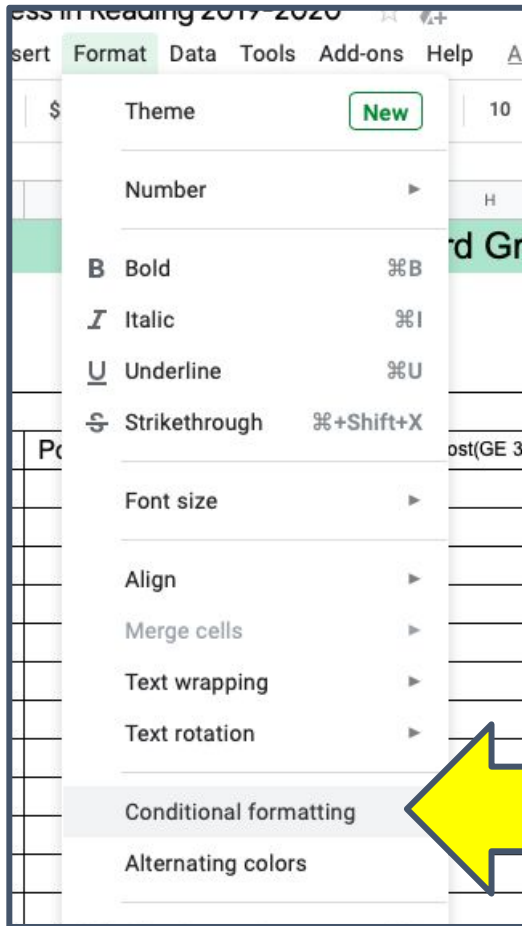
1. Ensure you have the sheet you would like to work on open!

2. Begin by navigating to the *Format* option in the toolbar. Then select *Conditional Formatting*

Conditional format rules

Single color   Color scale

Apply to range

Format rules

Format cells if...

Is not empty

Formatting style

Default

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Cancel   Done

+ Add another rule

M		

els 8th ORF

Mid (105)	Post (11

3. You will then have this dialogue box appear to the right.
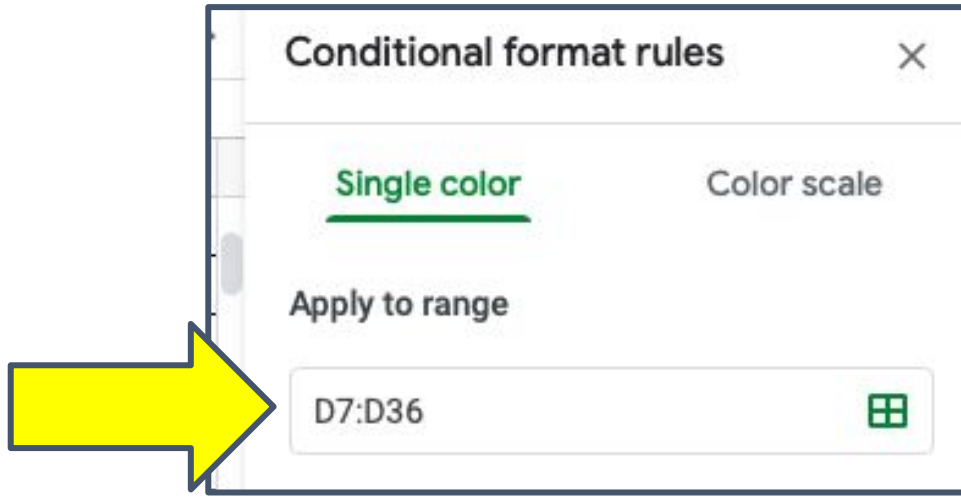
Some important parts: *Range*, *Format Rules*, & the *Format Style*

4. Selecting the *Range* of the cells that you want the conditional formatting to apply to. For this example I want the cells in row D, from 7 to 36. So my *Range* would be D7:D36

5. Now we need to set the *Format Rules*. From the dropdown menu make the selection that applies. In this example we will use the statements of *Greater than or equal to, Is between, & Less than or equal to*

Greater than

Greater than or equal to

Less than

Less than or equal to

Is equal to

Is not equal to

Is between

Is not between
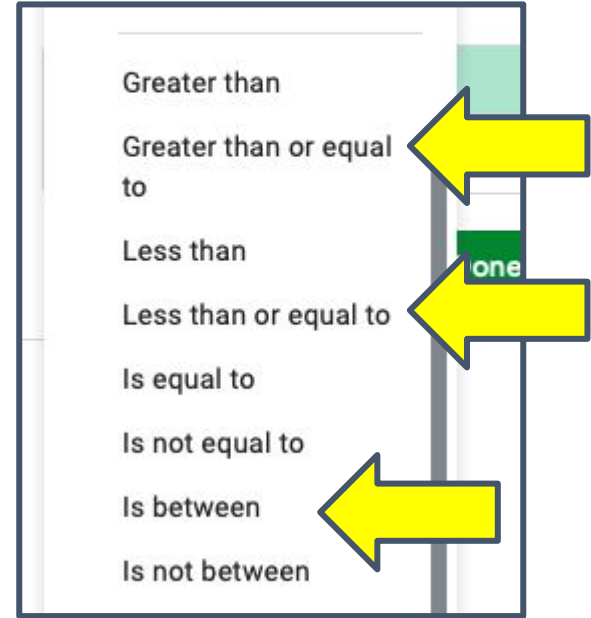
6. After I select my *Format Rule*, I need to set the value(s).
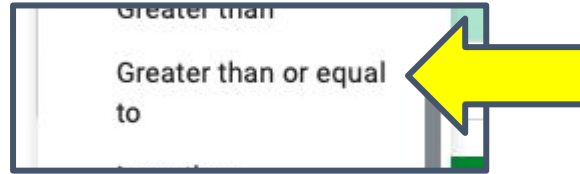
Greater than

Greater than or equal to

Format rules

Format cells if...

Greater than or equal to

Value or formula

For this example I will set the DRA value to *Greater than or equal to* 34

Apply to range

D7:D36

Format rules

Format cells if…

Greater than or equal to

34

Formatting style

Custom

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7. After rules have been set I can customize the _Format Style_. This means I can change font style, size, & even the cell colors.

The DRA value to Greater than or equal to 34 is on grade level or above so I am setting the color to Green.

8. After *Range*, *Format Rules*, & *Format Style* have been set click the green DONE button.

Conditional format rules   ✕

123   Value is greater than or
      equal to 34
      D7:D36
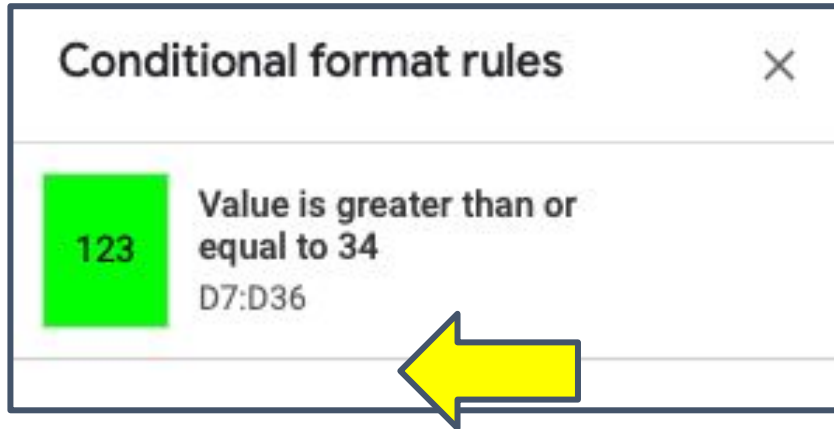
You will see a summary of this rule in your dialogue box.

9. Click the add another rule button

The *Range* will be the same, now we will use the *Is between Format Rule*. Set your values for right below what we set as our "top" value & then the value right above what will be our "low".

Apply to range

D7:D36

Format rules

Format cells if...

Is between

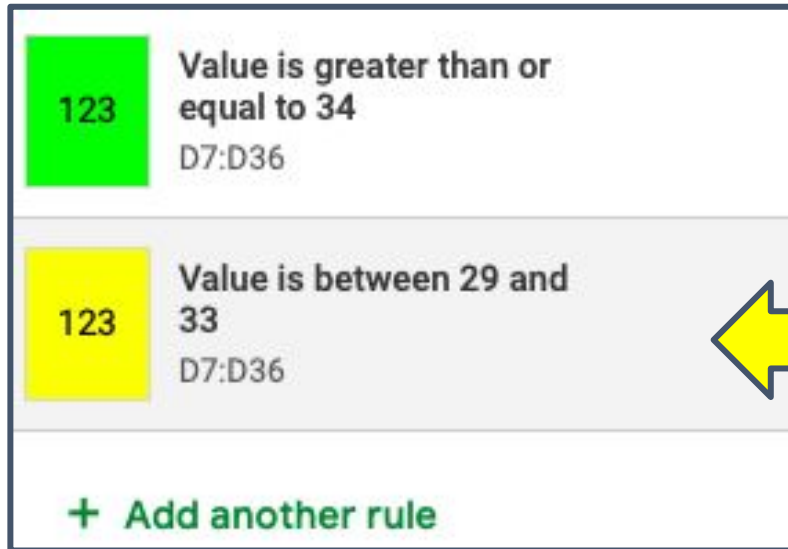Value or formula & Value or formula

In this example I am using the upper value as 33 & the lower value as 29.

10. Again you can customize the color with the *Format Style* option, this time we are changing the color to Yellow.

Formatting style

Custom

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11. After *Range*, *Format Rules*, & *Format Style* have been set for this rule, click the green DONE button.

Value is greater than or equal to 34
123
D7:D36

Value is between 29 and 33
123
D7:D36

+ Add another rule

You will see a summary of this rule (& the previous) in your dialogue box.

12. Click the add another rule button
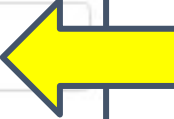
+ Add another rule

The *Range* will be the same, now we will use the *Less than or equal to Format Rule*. Set your value for the lowest value. In this example I am using 28.

Format rules

Format cells if...

Less than or equal to ▾

Value or formula

13. Again you can customize the color with the *Format Style* option, this time we are changing the color to Red.

14. After *Range*, *Format Rules*, & *Format Style* have been set for this rule, click the green DONE button.

	Value is greater than or equal to 34
123	D7:D36

	Value is between 29 and 33
123	D7:D36

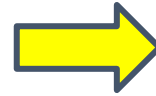|	Value is less than or equal to 28
123	D7:D36

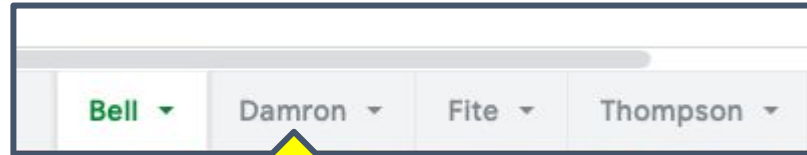You will see a summary of all three rules in your dialogue box.
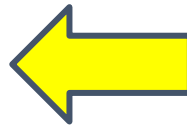
15. These three rules are now applied to our *Range* D7:D36 but ONLY for the first sheet in the workbook…. Don't worry though! We can duplicate these to others using the *Paint Format* tool.
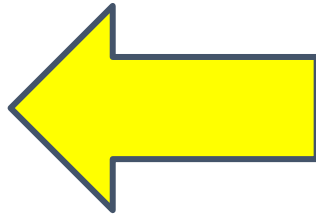
16. Select the *Range* D7:D36 and select the paint format button.

17. Select the next sheet → In this case Damron

18. Then select the Range you want to apply those rules → again D7:D36 → You will notice now all three rules from our first sheet are now on this one!
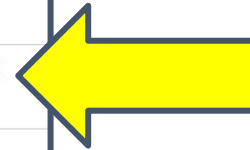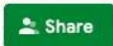
19. Repeat this as many times as you need! That is Conditional Formatting in Google Sheets!

Side note: if you duplicate (make a copy) of this Google Sheet the rules will duplicate as well!

Helpful hint: COMMAND + F → lets you search the page!

3rd Grade Progress in Reading
Bell 2019-2020

	DRA			Star Reading			Dibels 8th - NWF		Dibels - WRF	Dibels 8th ORF			
	Pre (30)	Mid (34)	Post (40)	Pre(GE 3.0)	Mid (GE 3.4)	Post(GE 3.9)	CLS	WRC		Pre (77)	Mid (105)	Post (112)	P
	24			3.2			29	9	33	64			M-
	28			3.9			44	15	33	70			M-V
	10			1.1			25	5	9	14			M-
	28			5.1			43	14	65	80			E-
	10			2.6			44	14	33	47			M-
	24			2.6			37	12	41	74			L-V
	34			4.3			38	13	57	105			E-
	30			5.1			45	16	79	169			L-
	20			2.3			44	10	32	63			E-V
	24			3			46	14	31	48			L-
	14			2.7			39	10	23	61			E-V
	20			2.3			44	10	33	43			L-V
	18			2.3			33	10	22	57			E-V
	28			3.6			41	12	34	60			M-V
	14			2.7			25	5	26	43			M-V