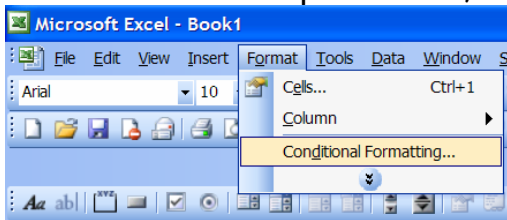


Shading a Cell According to Specific Data Entered

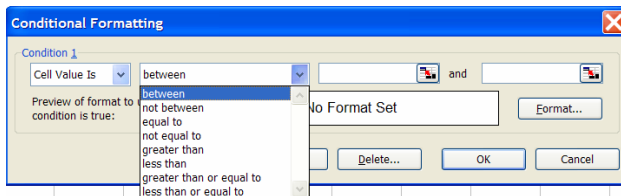
1. Select **Format**.

The cells with that value will become colored when data that is entered meets that specification.

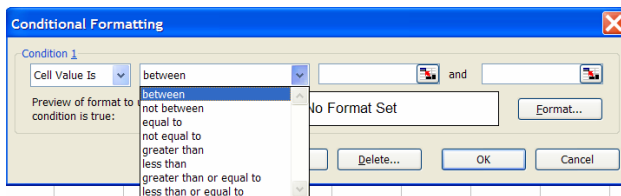
2. From the drop-down list, select **Conditional Formatting**.



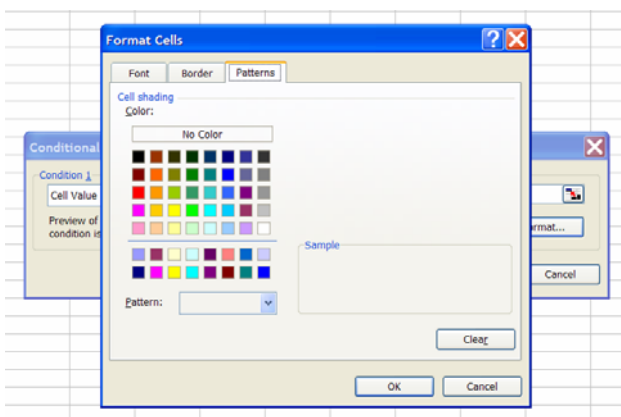
3. Complete the Conditional Formatting dialog box. (For example, if you want the cell to display a color if value entered is between specific amounts.)



4. Click on the Format button.



5. Select the desired shading color from the Patterns tab.



6. Then click **OK** until all dialog boxes are closed.

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