

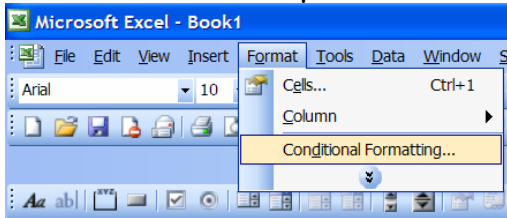
Excel: Shading a Cell until Data is Entered

1. Select the range of cells.

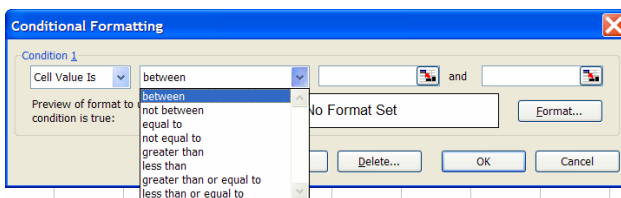
The cells will remain shaded until data is entered.

2. Then select **Format**.

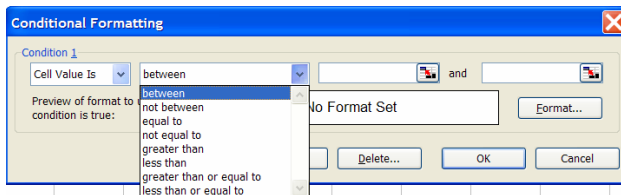
3. From the drop-down list, select **Conditional Formatting**.



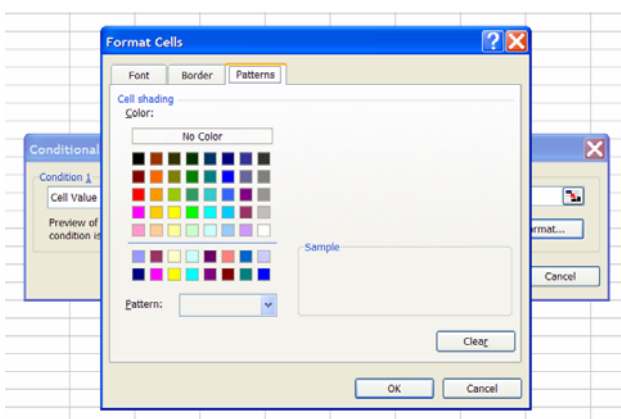
4. Complete the Conditional Formatting dialog box.



5. Click on the Format button.



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



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

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