

VIDYA BHAWAN BALIKA VIDYAPITH

SHAKTI UTTHAN ASHRAM, LAKHISARAI

INFORMATION TECHNOLOGY FOR CLASS 10

(Study material Based on N.C.E.R.T HANDBOOK)

RAUSHAN DEEP

DATE-12/11/2020(THURSDAY)

Electronic spread sheet

Conditional formatting is the select the data whose alternating formula. **conditional formatting** allows you to specify different **formatting** options for a control, based on conditions that occur on the form. If the specified conditions are true when a user fills out a form that is based on your form template, the **conditional formatting** is displayed.

- 1. Select the data whose alternating rows you want to shade.
- 2. Make sure the Home tab of the ribbon is displayed.
- 3. Click the Conditional Formatting tool. ...
- 4. Click New Rule. ...
- 5. In the Select a Rule Type area at the top of the dialog box, choose Use a Formula to Determine Which Cells to **Format**.

lew Formatting	Rule	? ×
elect a Rule Typ	e:	
Format all ce	lls based on their values	
- Format only	cells that contain	
- Format only	top or bottom ranked values	
- Format only	values that are above or below a	average
- Format only	unique or duplicate values	
- Use a formul	a to determine which cells to fo	rmat
Format values	where this formula is true:	
		1
Preview:	No Format Set	Eormat

Figure 1. The New Formatting Rule dialog box.

RAUSHAN DEEP PGT (IT) 16/11/2020