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INFORMATION TECHNOLOGY FOR CLASS 10

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

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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**.

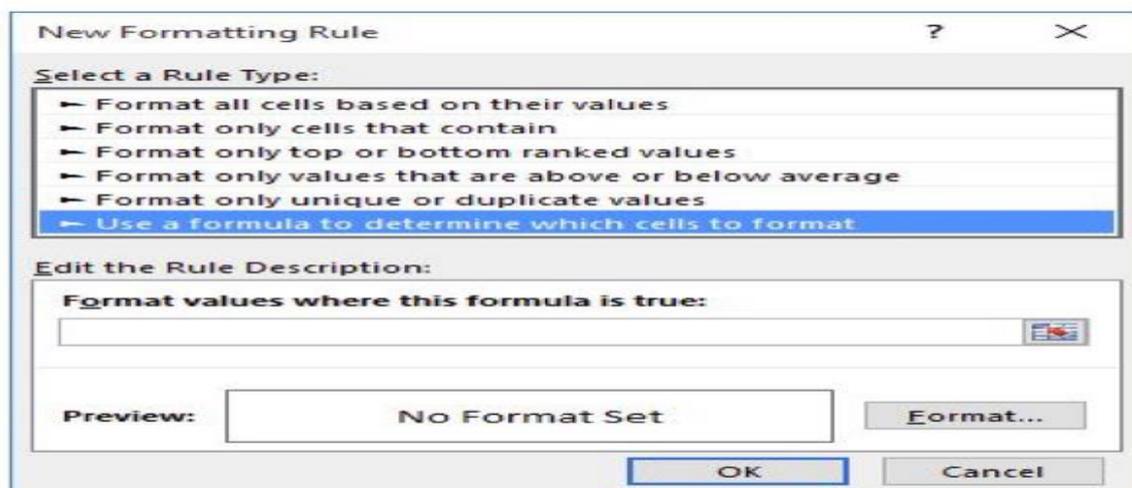


Figure 1. The New Formatting Rule dialog box.

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