

TODAY'S 10-MINUTE TECH EXERCISE

Highlight Important Costs with Conditional Formatting

Skill Focus: Microsoft Excel | Level: Beginner | Time: About 10 minutes**GOAL**

Make larger costs stand out automatically so important numbers are easier to notice.

Exact Steps

1. Open Microsoft Excel and choose Blank workbook.
2. Enter the following information. Click each cell, then type the matching entry.

TYPE THIS INTO EXCEL

Category	Item	Cost
Utilities	Electricity	82.40
Groceries	Food	47.25
Medical	Prescription	63.50
Transportation	Gas	38.75
Household	Supplies	54.20
Entertainment	Movie	24.00

3. Select cells C2 through C7. These are the six cost amounts.
4. On the Home tab, select Conditional Formatting.
5. Choose Highlight Cells Rules, then choose Greater Than.
6. In the box, replace the suggested number with 50.
7. Leave the suggested highlighting style selected, then choose OK.
8. Confirm that 82.40, 63.50, and 54.20 are highlighted. The smaller amounts should remain unchanged.
9. Press Ctrl + Shift + S. Choose Documents, enter Monthly_Costs_Highlighted as the file name, and select Save.

Quick Check for Success

- ☐ The values 82.40, 63.50, and 54.20 are highlighted.
- ☐ The values 47.25, 38.75, and 24.00 are not highlighted.
- ☐ The workbook is saved as Monthly_Costs_Highlighted.xlsx.

Small Extension Challenge

Change the Food cost in cell C3 from 47.25 to 75.00.

Success: The new 75.00 value becomes highlighted automatically because it is now greater than 50.

TIP	Conditional Formatting changes the appearance—not the actual number stored in the cell.
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Helpful Reminders

- Conditional Formatting updates automatically when a selected cell's value changes.
- To remove highlighting, select the cells and choose Conditional Formatting → Clear Rules → Clear Rules from Selected Cells.
- Use highlighting sparingly. A few meaningful highlights are easier to notice than a worksheet full of them.

Practice Notes

Use the open space below for questions or notes while you practice.