Conditional formatting will allow you to change the format of a cell if certain conditions are met. This can be very useful if you want to color code, for example, grades on an exam, or other spreadsheet fields:

1. Open the spread sheet in Excel 2007
2. Highlight the column or rows you want to color code or conditionally format.
3. In the menu ribbon, go to the Home tab.
4. In the Styles pane, select the conditional formatting down arrow.
    a. Select "Highlight Cell Rules."
    b. Select "between."
    c. In the "between" display box, indicate the number range of interest and select the color formatting you want for numbers that fall within that range.
    d. Select "Ok."
5. Cells with numbers within that range will be shaded.
6. Continue steps 4 and 5 to color code all ranges of interest.

To view a screencast of this tip, go to:

http://screencast.com/t/Kf8X3I2oR9e4