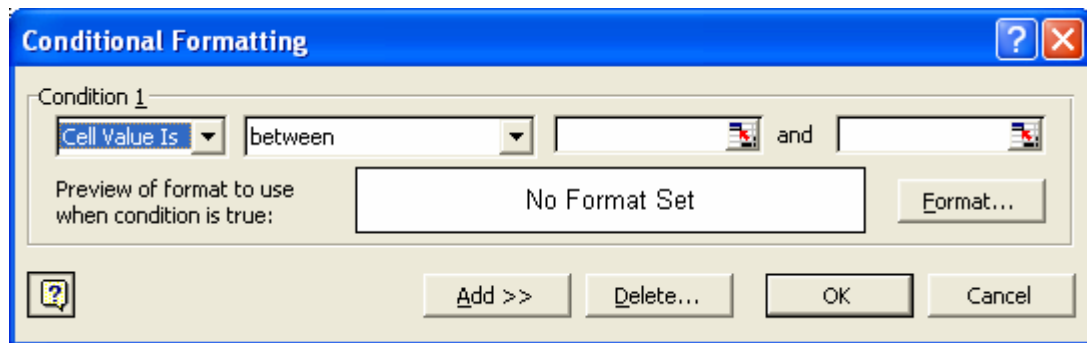


Conditional Format

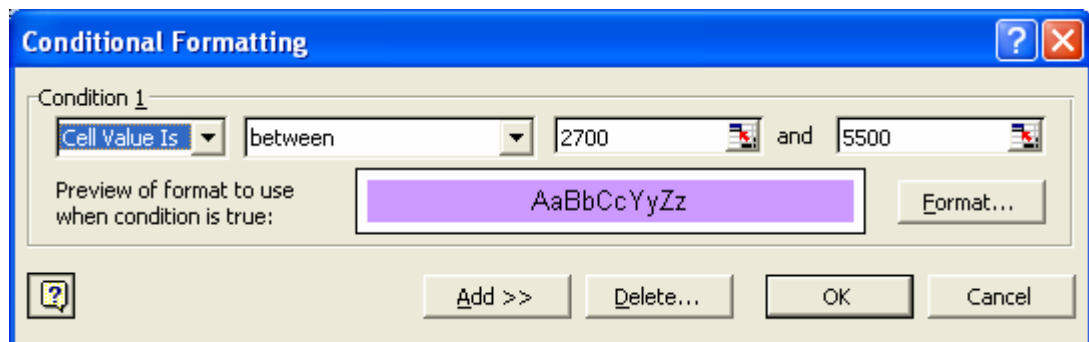
A format, such as cell shading, or font color, that Excel automatically applies to cells if a specified condition is true)

Steps to Apply Conditional Formatting to a range of cells

1. Select all the monthly expenses values.
2. Click on **Format** from the menu bar
3. Select the **Conditional Formatting** option
4. A similar **Conditional Formatting** dialog window will appear:



5. Enter the condition(s) as indicated below



6. Click on the **Format** button
7. Activate the **Pattern** tab and apply a desired background color
8. Click the Ok button to return to the Excel spreadsheet. Deselect the highlighted cell(s) to view the conditional formatting applied to the cells.