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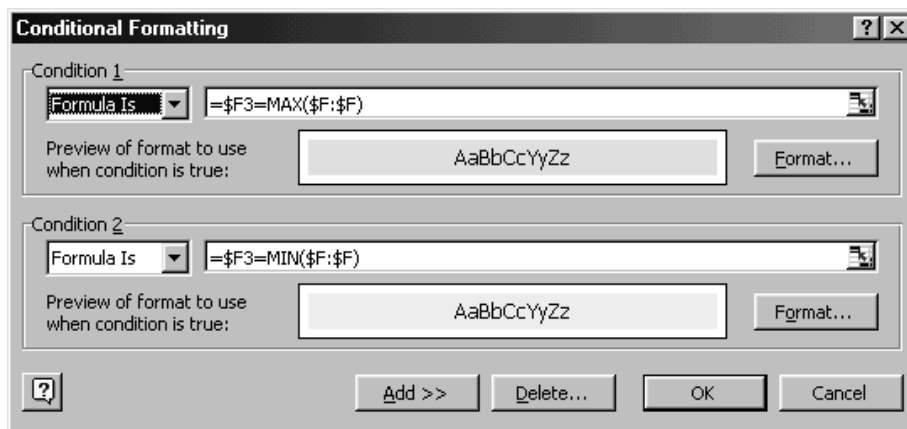
Applying color to maximum or minimum values

When you have a large range of data, you may wish to automatically highlight the row with the largest and smallest numbers in a list. You can do this using the formula option of Conditional Formatting. For our example, let's say that we have a range of sales data starting in cell F3 and continuing down for several hundred rows. There is other identifying data in columns A:J

1. Select cell A3, hit the **Ctrl+*** to select the entire range.
2. From the **Format** menu, select **Conditional Formatting**. Select **Formula Is** for **Conditions 1**. In the formula box, enter `=F3=MAX($F:$F)` Click the **Format...** button and select the formatting you desire for the maximum row. Perhaps a nice green pattern.
3. Click the **Add>>** button to add a second condition. Select **Formula Is** for **Condition 2**. In the formula box, enter `=F3=MIN($F:$F)` Click the **Condition 2 Format...** button and select the formatting you desire for the minimum row. Perhaps an alarming red pattern.

The formula in the conditional formatting dialog will compare this row's column F to all of the entries in column F. If this row's entry is equal to the Min or Max values in column F, then the all of the data in columns A through J of that row will be highlighted appropriately.

By pre-selecting all of the data in the range, you are entering the same conditional formatting rule for all cells in the range. It is critical that you select the first cell in the data list before hitting **Ctrl+*** to select the entire list. If your data starts in Row 5, then make sure that A5 is the active cell in the selection before entering the conditional format. Also, substitute "**\$F5**" for "**\$F3**" in the formula. It is also essential to use the dollar signs exactly as shown in the formula.



This tip, as well as hundreds more tips appear in "Mr Excel ON EXCEL" (Holy Macro Books, 480 pages, ISBN 0-9724258-3-7, \$35.95) by Bill Jelen (www.MrExcel.com) and Joseph Rubin (www.ExcelTip.com). Ask for the book at your local bookseller or buy it online.