



Excel: Shading Alternative Rows

If you have a long spreadsheet to print sometimes it's nice to make it easier to read (across) by shading every other row.

You can use the **FORMAT AS TABLE** function to do this quickly – but the function does come with a bunch of other built-in options that you might not appreciate.

To manually (but **QUICKLY**) apply shading to every other row – use **CONDITIONAL FORMATTING** with a formula:

1. Select the range to which you want to apply the alternative shading. In other words, if your spreadsheet spans from A1 to F138 – select A1:F138 (if you want the headings included in the alternative banding scheme) or A2:F138 (if you do not want the headings included).
2. On the **HOME** tab (**STYLES** section) – click **CONDITIONAL FORMATTING** – then **NEW RULE...**
3. When the **NEW FORMATTING RULE** window appears:
 - a. In the **SELECT A RULE TYPE** box - click the **USE A FORMULA TO DETERMINE WHICH CELLS TO FORMAT** option.
 - b. Click inside the **FORMAT VALUES WHERE THIS FORMULA IS TRUE** box and type `=MOD(ROW(),2)`
4. Click the **FORMAT** button below that.
5. On the **FILL** tab – select the desired shading colour.
6. Click **OK** – then click **OK** again.

Ooh-aah! Downside: If you add additional rows, they will not be formatted in this new style. (That's where the **Format as Table** function dominates).

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