For Rule "Format Only Cells That Contain"

1. Select the area or data that you want to apply conditional formatting to.

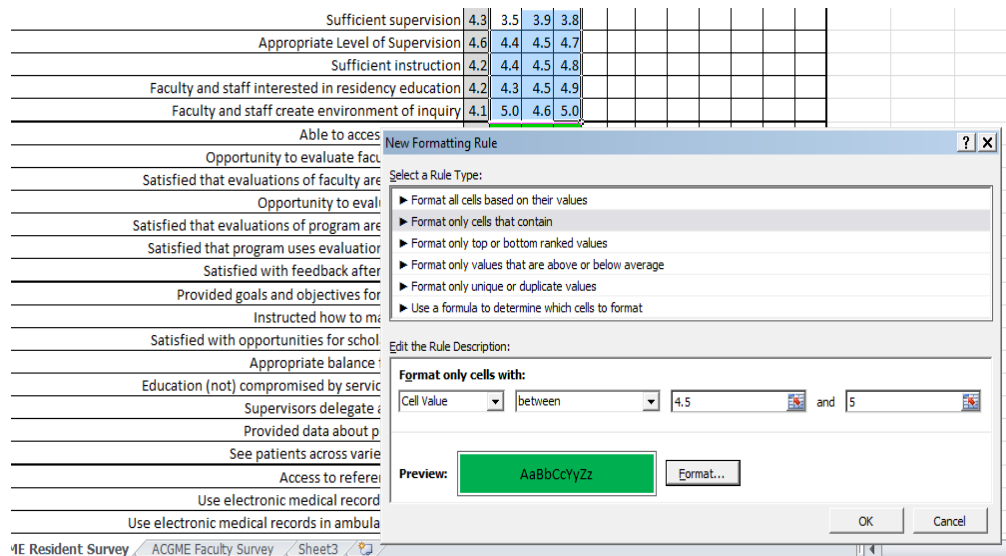|				
Sufficient supervision	4.3	3.5	3.9	3.8
Appropriate Level of Supervision	4.6	4.4	4.5	4.7
Sufficient instruction	4.2	4.4	4.5	4.8
Faculty and staff interested in residency education	4.2	4.3	4.5	4.9
Faculty and staff create environment of inquiry	4.1	5.0	4.6	5.0

2. From the main menu **Home** tab, select **Conditional Formatting** -> **Manage Rules** -> **New Rule**
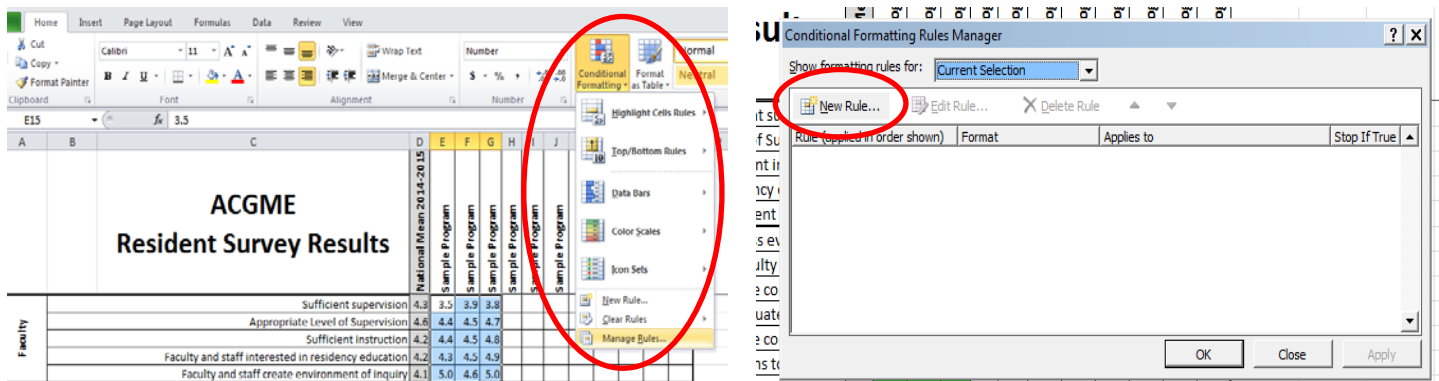
3. Select the rule "Format only cells that contain"
   - Colors green, yellow and red are used for the values.
   - For this example, green value ranges from 4.5-5.0, yellow value ranges from 4.0-4.49 and red value ranges from 0-3.9.

	4.3	3.5	3.9	3.8								
Sufficient supervision	4.3	3.5	3.9	3.8								
Appropriate Level of Supervision	4.6	4.4	4.5	4.7								
Sufficient instruction	4.2	4.4	4.5	4.8								
Faculty and staff interested in residency education	4.2	4.3	4.5	4.9								
Faculty and staff create environment of inquiry	4.1	5.0	4.6	5.0								
Able to acces												
Opportunity to evaluate facu												
Satisfied that evaluations of faculty are												
Opportunity to evalu												
Satisfied that evaluations of program are												
Satisfied that program uses evaluation												
Satisfied with feedback after												
Provided goals and objectives for												
Instructed how to ma												
Satisfied with opportunities for schol												
Appropriate balance f												
Education (not) compromised by servic												
Supervisors delegate a												
Provided data about p												
See patients across varie												
Access to referei												
Use electronic medical record												
Use electronic medical records in ambula												

New Formatting Rule ? X

Select a Rule Type:

▶ Format all cells based on their values
▶ Format only cells that contain
▶ Format only top or bottom ranked values
▶ Format only values that are above or below average
▶ Format only unique or duplicate values
▶ Use a formula to determine which cells to format

Edit the Rule Description:

Format only cells with:

Cell Value | between | 4 | and | 4.49

Preview: AaBbCcYyZz Format...

OK Cancel

Resident Survey / ACGME Faculty Survey / Sheet3

	4.3	3.5	3.9	3.8								
Sufficient supervision	4.3	3.5	3.9	3.8								
Appropriate Level of Supervision	4.6	4.4	4.5	4.7								
Sufficient instruction	4.2	4.4	4.5	4.8								
Faculty and staff interested in residency education	4.2	4.3	4.5	4.9								
Faculty and staff create environment of inquiry	4.1	5.0	4.6	5.0								
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New Formatting Rule ? X

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▶ Format only cells that contain
▶ Format only top or bottom ranked values
▶ Format only values that are above or below average
▶ Format only unique or duplicate values
▶ Use a formula to determine which cells to format

Edit the Rule Description:

Format only cells with:

Cell Value | between | 0 | and | 3.9

Preview: AaBbCcYyZz Format...

OK Cancel

Resident Survey / ACGME Faculty Survey / Sheet3

Result:

		3.	3.	3.	3.	3.	3.	3.	3.	3.	3.	3.
Sufficient supervision	4.3	3.5	3.9	3.8								
Appropriate Level of Supervision	4.6	4.4	4.5	4.7								
Sufficient instruction	4.2	4.4	4.5	4.8								
Faculty and staff interested in residency education	4.2	4.3	4.5	4.9								
Faculty and staff create environment of inquiry	4.1	5.0	4.6	5.0								