



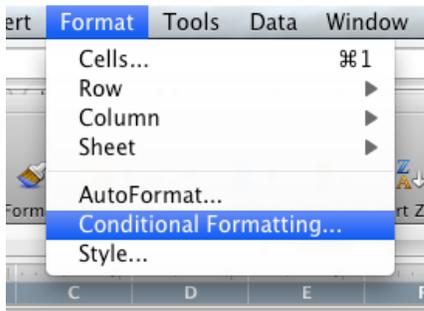
Microsoft Excel: Alternating Row Colors

Introduction

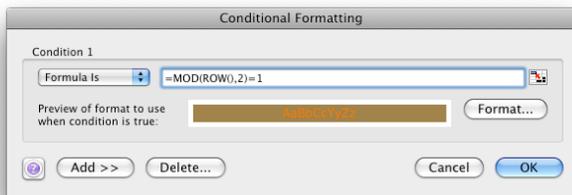
In Microsoft Excel, rows can alternate between white and another background color. This makes it easier to follow lines across the page. The steps are illustrated using Microsoft Office 2008 for Mac, but are applicable to older Mac versions as well as Windows.

Step-by-Step

1. Highlight the group of cells that you want to have alternating background colors.
2. Click the **Format** menu.

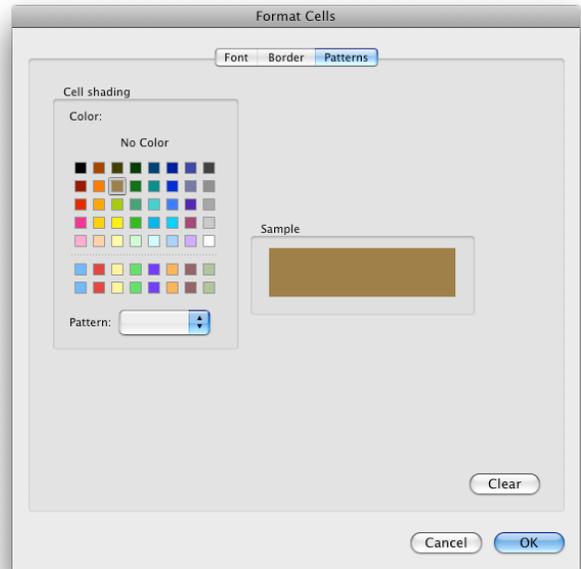


3. Click on **Conditional Formatting**....
4. In the window that appears, click on **Cell Value Is**
5. Click **Formula Is**
6. An empty box will appear immediately to the right. Enter the following:
`=mod(row(),2)=1`



7. Click the **Format** button.
8. Click the **Patterns** tab.

9. Select the color you wish to use.



10. Click the **OK** button to return to your document.
11. Now each row of your document will alternate between white and the selected color.

