

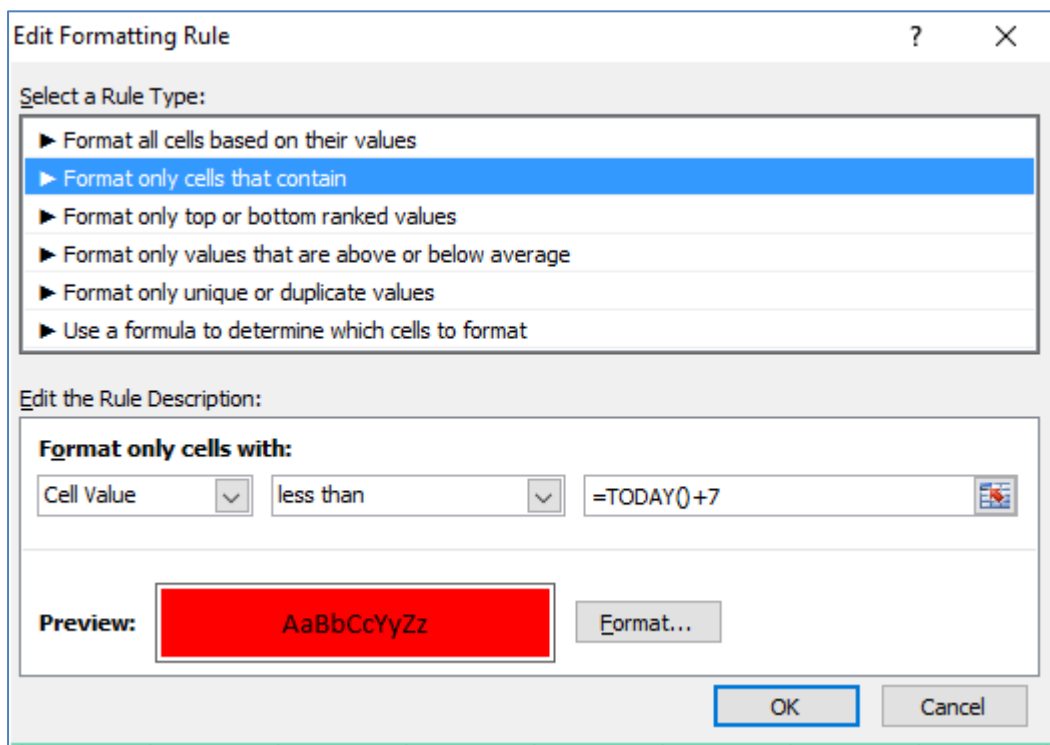


Conditional formatting for dates in the future

To automatically format cells that contain dates in the future (the example below identifies dates that are less than 1 week ahead)

- Highlight the cells that you wish to format
- Open the conditional formatting window
- Choose **New Rule**
- Select **format only cells that contain**
- Insert Less than
- Insert =TODAY()+7 into the next box

The Today() function uses today's date. +7 means add 7 days to today's date



- Use the **Format** button and select a format for the cells
- Click on OK

Any dates that fall within 7 days will be formatted as required

To format dates in the past use a negative value of days.