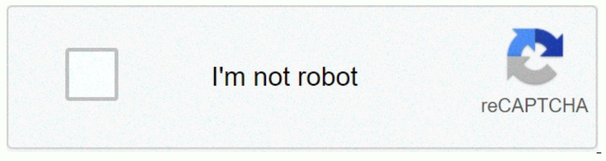

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How to underline cells in google sheets

Many spreadsheet users can't imagine life without double highlighting. There has been a lot of teeth gnashing for those making the transition to Google Sheets when they find that their trusty double highlight feature is gone. This is one of the few ways in which sheets are worse than Excel. What should I do? Before you leave the ship, you should realize that there are some decent workarounds for problems. None of them are perfect, but you should be able to get the effect you are looking for. Update – As of the end of February 2017, double underline is available in Google sheets without the need for any workarounds. Double underline option The rest of this article is retained in case you want to know how hard we had it on the way back! Bottom edge and underline The first option is to use a single lower border in the cell, and then use the underline font style. As you can see, this creates two lines, but the top line is only as wide as the characters in the cell. Therefore, it really won't look like a real double highlight. Single underline with underscore font format and strikethrough The next option is to type an underscore (to the right of the hold-down offset pressed) in the cell, and then apply a font style strikethrough. This creates a double line. The disadvantage of this technique, however, is that it will be a fixed width. Therefore, if the cell width changes, the underline will no longer be the appropriate size. Underlines with Underline strikethroughs when you change the column width Two single bottom borders The next option is to use a single bottom border in two rows, and then reduce the row height to make it look like a double underline. In my opinion, this will most likely be the best solution. Bottom two borders Two lower borders with abbreviated line Tutorials Computer & TechnologyShortcutsGoogle Docs Spreadsheet How to use formatting bold, italic, underline, strikethrough in Google Sheets? You can format callout text in different ways by bold, italic, underline, and strikethrough. First, select the cells/text that you want to format, and use the following. Bold:To bold,Option 1: Press Ctrl+B or click the Bold icon on the toolbar. Option 2: Click Format → Bold:To select italic,Option 1: Press Ctrl+I or click the Italic icon on the toolbar. Option 2: → Format ItalicUnderline:To select underline,Option 1: Press Ctrl+UOption 2: Format →UnderlineStrikethrough:To select strikethrough,Option 1: Press alt shift 5 or click the Strikethrough icon in the bar Option 2: Format → Strikethrough < Previous: Font style size Next: Colors > If you need to isolate data in Google Sheets based on specific criteria in a cell, you can use conditional formatting to highlight entire rows in a spreadsheet. Here's how. Fire up the browser, head head Google Sheets and open the spreadsheet with the data table that you want to apply conditional formatting to highlight specific rows. RELATED: The Google Sheets Beginner's Guide highlights all cells inside the table, and then click format > conditional formatting from the toolbar. In the panel that opens on the right, click the drop-down menu under Format Cells If and select Custom Formula Is. In the Value or Formula text box that appears, type a formula to highlight specific data that you want to isolate in this table. For our table, we'll use a formula that highlights the entire row if the release year is before 1980. Looks like this: =$D 3<1980 The first part of the formula (=$D 3) tells sheets that you want to start examining data from cell D3. The dollar sign at the beginning is mandatory and says that column (D) is fixed, but row (3) is flexible. This allows the formula to check the data in the entire column. The second part (<1980) of the formula is a condition that the data must meet to return true. For example, we are only looking for videos released before 1980 1980 em. Note: If you want the result to be included on the entered date, type <=1980 to return everything that was released in 1980. Then select the type of formatting that you want to apply when the conditions are met. You can apply bold, italic, underline, strikethrough, font color, or cell color to the results. By default, each row is filled with light green. When you have selected how you want the rows to appear when the formula finds a match, click Done. You can close the panel or create another rule to apply conditional formatting. And just like that, rows of films released before 1980 are highlighted in green. While this is a simple example of a formula, there are no limits to how this extremely helpful tool can be used. You can even use advanced formulas and functions to match the data in a table. For example, if we want to find any director named George, we can use the REGEXMATCH function and a short regular expression to do so. It would look something like this: =REGEXMATCH($C 3, \AGeorge\s*([^\r]*)) That's it! With conditional formatting in Google Sheets, you searched for specific columns of data, and then highlighted the entire row with a custom formula. It's a great tool for creating complex spreadsheets with beautifully formatted data that attracts everyone's attention. Google Docs Spreadsheet Tutorial IntroductionBasicsOpen Google SpreadsheetPosition Google SpreadsheetInviteCell ReferenceColumnStoringRenameSaveMake a CopyMove to FolderMove to TrashSave / DownloadPrintRestoreSharingShareShare SettingsInvite PeopleViewingEnter, Modify DataEnter DataModify DataDelete PasteFind, ReplaceFindFind in Specific RangeFind in All All DataFormatting CellsMath FunctionsSumAverageCountMaxMinSubtractInsertionAdd RowAdd ColumnInsert CommentsAdd NoteAdd ImagesInsert HyperlinkDeletionMove CellsMove RowMoving RowMoving ColumnSheetsSortSort DataSort Range OptionFilter DataCreate Filter ViewRemove FilterFilter View OptionsFreezeFreeze RowsFreeze ColumnsUnfreezePicture FormattingReplace ImageDelete ImagesAlt TextResize, Reset ImageChartAdvanced OptionsIncrement NumbersAutofill DatesShortcuts Spreadsheets hold huge amounts of data. You can use PivotTables to summarize this data, but what if you want to gain insight just by looking at a worksheet? Conditional formatting in Google Sheets gives you that insight. Conditional formatting, which allows you to highlight cells that meet certain criteria, can help you better understand spreadsheets at a glance and create spreadsheets that are more human-readable by the entire team. It also serves as a great way to track your goals, giving you visual indications of how you are progressing against specific indicators. Here we'll go through the basics of conditional formatting in Google Sheets. To follow, use our demo sheet. Open the spreadsheet, choose File > Make a Copy, and then view it by going through the tutorial. What is conditional formatting? Google Sheets conditional formatting lets you change the cell aspect — the background color of a cell or the style of cell text — based on the rules you set. Each rule you set is an if/then statement. For example, you might say If cell B2 is empty, change the background color of that cell to black. All rules will follow the same structure, so let's define different elements:Range. The range determines to which cell or cells the rule should be applied. In the example above, the range is cell B2. If the cause. What triggering event must happen for a rule to play out? In the example above, if cause is empty. Style. The rule will play out by changing the style of the cell in any character you choose. In the example above, the style is the background color to black. Have you used The Deny before? This should sound familiar. Conditional formatting works similarly to Zap: If a trigger event occurs, the action will occur. We'll learn the details below, but here are the basic steps for conditional formatting in Google Sheets:Step 1: Select a range. Step 2: Click Format > Conditional Formatting. Step 3: Select a trigger from the drop-down list under Format cells if... Step 4: Select a formatting style under Formatting Style. Step 5: Click Done.To learn more details and practice with our demo spreadsheet, read on.1. Select a range to start using conditional formatting, you have two Option 1: Select the range (cells, columns, or rows), and then click Format > Conditional Formatting. This will display the conditional conditional on the right side of the screen. If you're not dealing with too much data, that's the way to go. If there is no conditional formatting in the selected range, clicking Format > Conditional Formatting creates a toolbar and automatically adds a default rule that you can then edit. If you already have rules applied to a given scope, it will show all existing rules and give you the ability to add a new rule. Option 2: If you're working with a lot of data, click Format > Conditional Formatting directly outside the bat, and then enter a range on the Apply to Range tab. If you're targeting a single cell, place a cell tag (such as A3) there. If you want to apply conditional formatting to a larger range of cells, enter the first and last cell markers in the range you want, separating them with a colon (for example, E3:E13). You can add multiple ranges by clicking the icon to the right of the range field and selecting Add another range.2. Select StyleIt may seem unintuitive to start with the result, but the moment you set if cause, the cells will change the facet. So it's a good idea to set a style first to see what the formatting will look like. Under Formatting Style, click Default, and you'll see the default styling options. If none of these options are what you're looking for, you can create a custom style, and that's no different from choosing a style for anything else in your spreadsheet. You can choose a bold, italic, underline, or strikethrough text style, and select a font color and a cell background color. For this demo, we'll work with the default, which is to rotate the background of the sea-colored cell, but take the time to get caught up with the styling to see which colors are most visible to you. Be intentional about the color you choose. We associate different colors with different themes, so be sure to choose one that works with your spreadsheet. For more information about using color to your advantage, see Canvy's guide to the meaning and symbolism of color3. Create an If CauseThe trigger for a conditional formatting rule may look very different depending on the case. Let's take a look at a few options. In our demo worksheet, select cell A1 and click Format > Conditional Formatting. By default, if cause (Format cells if...) is set to Cell is not empty, but click it and you'll pull down a whole bunch of options. Let's take a closer look at each option. Conditional formatting with an empty/not empty first set of options — the cell is empty and the cell is not empty — will be triggered based on whether there is any data in that cell. For example, select Cell is empty. Because you clicked the cell (A1), you will be conditional formatting, and the cell color is displayed. Magic. (Note: in fact, not magic.) If the any point, you want to remove conditional formatting, click the cell with the rule applied, open the conditional formatting toolbar, and then click the recycle bin icon to delete the rule. If you want to view all document rules, select the entire worksheet, and then open the conditional formatting toolbar. Conditional formatting with text With a text rule, the cell changes based on how you type text into it. And you can trigger off with different options:Text containsText does not containText startsTek ends withTek is exactlyspeaying that you want to highlight all repetitions in Tampa.Step 1: Select office column, column B and click Format > conditional formatting. Step 2: If prompted, click Add new rule. Step 3: Under Format cells, if... select the text it contains. Then, where the value or formula is said, type Tampa (not case sensitive). Now each cell that contains the word Tampa will have the default style applied. And since you've highlighted the entire column, every time you add a new rep in the Tampa office, it will be highlighted for easy access. Conditional formatting of the entire lineBut let's take it a step further. What if you want to highlight the entire row for each of Tampa's reps? This is where the custom formula option appears. Step 1: Select the entire dataset (in this case, A3:F14) and select formatting > conditional formatting. If prompted, choose Add new rule. Step 2: Under Format cells, if..., select a custom formula (to the end). You will then be prompted for a value. Type =$B 3=Tampa. Any row that has Tampa in column B will be highlighted. How did it work? Let's break it down. The = symbol indicates the beginning of the formula. B3 is sample data for this column: you mean you want Google Sheets to look at column B, but you need to select a specific cell to do so. $ before that is what Google Sheets says look only at column B. (If you put another $ before 3, then just look at row 3 as well.) And, of course = Tampa tells Google Sheets what text to look for. You can do the same if you want to highlight all rows that do not contain a given value. You may want to highlight any reps who don't work with Tampa, for example. To do this, you'll change the latter = to <>, so it looks like this: =$B 3<>Tampa. Of course, the Custom Formula feature can be used in many different cases. You can check out the list of formulas accepted by Google Sheets, but be warned: they're going to get up pretty fast. You can add more than one conditional formatting rule to a cell. Google Sheets will run through each of them, in the order in which they were created, until they find a condition that requires Style. When you make this change, no other conditional formatting rule will override it. If you notice that your rule isn't working as it should, it may be due to someone else blocking it Try clearing another rule and verifying that it works. Conditional formatting with numbersIf you want to trigger conditional formatting based on numbers, you have eight options:Greater thanGreater or equal to Beznie or równa equals, and betweenIs not betweenIn a demo spreadsheet, let's say you want to highlight all the goals of stretching: cells where the goal growth is 20% or more. Step 1: Select the Sales Order Percentage Increase column, column E, and choose Format > Conditional Formatting > Add New Rule > Greater or Equal. Step 2: Enter 20% in the supplied field. Google Sheets recognizes any type of number, from percentiles to currencies. As a result, you can track everything from hours spent in the gym to the percentage of goals achieved to your finances. You can also apply whole row formatting to numbers. Change the range again to include all data (A3:F14). Then, under Format cells if... > custom formula is, type =$E 3>=20%. Now any row in which the value in column E is greater than or equal to 20% will be highlighted. You can play with operators to make less than or equal to (< =), less than (<), greater than (>), or equal to (=). Color-scale conditional formattingWhat if you want to see where each target falls on the spectrum? When you apply a color scale rule, the base color is applied to the range of cells, but the color will vary in intensity depending on the value you enter. In our demo worksheet, highlight column E, select format > conditional formatting, and then click the Color Scale tab on the conditional formatting toolbar. You'll see the default formatting that highlights the lowest percentages with the most intensity. Conditional formatting with datesBefore delving into the use of conditional formatting with dates, it is important to settle in the light date format. Select all the columns that contain dates, click Format > Number, and choose the style you like. If you want something that isn't there, you can choose More formats > custom number format. It doesn't matter which one you choose — whatever is easiest to read — but make sure you're compatible with the formatting. For date-based conditional formatting, you have three options: Date isDate is beforeDat is afterLet's to look at what we think is the most useful conditional formatting case with dates: The date is after today. What he'll do is highlight any cell whose date is in the past— so you can easily track appointments. In our demo worksheet, we have a Date By column (column F), which is the date by which each employee should increase sales by a percentage in column D. from cells to yesterday's. Then select this cell, click Format > Conditional Formatting > Date Is Before > Today.You should see the color of the cell change. In addition to date (today, tomorrow, yesterday, the previous week/month/year), you can also use conditional formatting based on the exact date. Just make sure you enter the date in the exact format you have in your spreadsheet (e.g. MM/DD/YYYY). Now that you understand the basics of conditional formatting, take our demo sheet and get along with it. You'll probably find dozens of use cases for conditional formatting to better communicate goals, appointments, and other information with your team. Team.