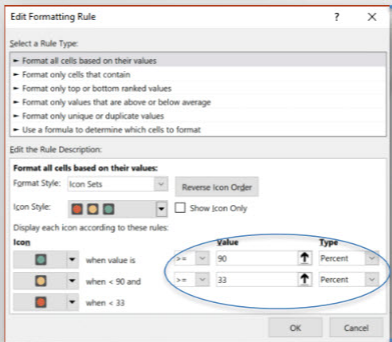
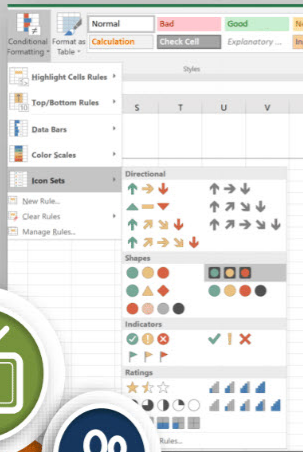


	Funded Enrollment	Enrollment	% Enrolled
Grantee	122	98	80%
Agency 1	48	38	79%
Site 1	16	15	94%
Site 2	8	8	100%
Site 3	24	15	63%
Agency 2	32	28	88%
Site 4	16	16	100%
Site 5	16	12	75%
Agency 3	42	32	76%
Site 6	8	4	50%
Site 7	34	28	82%

1. At a glance we know what's going on—thanks to **“Conditional Formatting”**



3. If you want the percentages to change
- Select the cells % Enrolled
 - Select the “Conditional Formatting” tab from the Home tab
 - Scroll to “Manage Rules”.
 - Then hit “Edit”
 - HINT—sometimes I have had to hit Number rather than percent and put in decimal ex. .05



2. Go to the Conditional Formatting Icon on the Home tab.
a. Select the formatting you wish to use

Week of 10/2/17	Mon 10/2	Tue 10/3	Wed 10/4	Thu 10/5	Total
B	P	P	P	P	4
B	P	P	P	P	4
B	P	P	P	P	4
C	P	P	P	P	4
C	on	A	A	A	0
C	P	P	P	P	4
C	P	P	P	P	4
C	ya	P	P	P	4
C	wan	P	A	P	3
D	h	A	A	A	0
D	P	P	P	P	4
H	P	P	P	P	4
H	P	P	P	P	4
R	P	P	P	P	4
T	P	P	P	P	4
V	A	P	P	P	3
Week of 10/9/17	Mon 10/9	Tue 10/10	Wed 10/11	Thu 10/12	Fri 10/13
B	P	P	P	P	4
B	A	A	A	A	0
B	P	P	P	P	4
C	P	P	P	P	4
C	P	P	P	P	4
C	P	A	P	P	3
C	P	P	P	P	4
C	n	A	P	A	2
D	A	A	A	A	0
D	P	P	A	P	3
H	P	P	P	P	4
H	P	P	P	P	4
P	P	P	P	P	4
R	P	P	PO	P	3
R	P	P	P	P	4
T	P	A	P	P	3
T	P	P	P	P	4

This is a great way to utilize Condition Formatting



Love to Condition those cells