Excel - How to format Cells to show same room numbers to enter in course schedule

Shift Click the columns with room numbers

Click on Conditional Formatting

New Rule
Then Click on Format

Format Cells

Click on Fill
Choose a color to highlight
Click OK
Last step:
Choose Format only cells with "Specific Text" "Containing" "Room # that you are looking for

New Formatting Rule

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:

Specific Text  containing  4.144

Preview:  No Format Set  Format...

[OK] [Cancel]