

## Shading alternate rows is a great way to increase readability in a long spreadsheet and it is easy to do.

### In Excel 2007:

1. Select the cells you wish to shade.
2. On the Home Tab, select Conditional Formatting from the Style tab.
3. Select New Rule.
4. Select use a formula to determine which cells to format.
5. In the rule description type `=MOD (row(),2)=0`
6. Click Format... and select a light fill so that text is still legible.
7. Click OK.
8. Click OK.



