Cognos allows you to insert Conditional Formatting to your report. Conditional Formatting specifies the conditions and styles that will be used for objects, such as highlighting a number that meets the condition.

1. Highlight ID.
2. Select **Conditional Styles** from the Properties Pane
3. Click the **Add** button to create a New Conditional Style
1. Select ID
2. Click OK
3. Click the Add button

4. Select New Conditional Style
5. Select ID
6. Click the Add button
7. Enter 50
8. Click the Add button again
9. Enter 200
10. Under **Style**, click the pencil for the top range
11. Select a background color of Teal
12. Select a foreground color of White
13. Under **Style**, click the pencil for the bottom range

14. Select a background color of Red
15. Select a Foreground color of White
16. Select OK
17. Run your report
18. Highlight MAJOR_DESC in the Properties Pane
20. Click the **Add** button

21. Select **Advanced Conditional Style**.

22. Click the **Add** button for New Advanced Condition.
23. Double-Click or drag MAJOR_DESC to the Expression Definition area
24. Enter the expression above
25. Click OK

26. Click the pencil on the Conditional Style – Advanced window.
27. For the background color, select White
28. For the foreground color, select Blue
29. Click OK
30. Click OK
For additional information regarding Cognos, policies and access, or modifications to the ODS, contact the Business Intelligence Team at cognos@kent.edu. For technical assistance, contact the IS Help Desk at 672-HELP (4357).