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ASSIGNMENT-8 (Conditional Formatting (Data Bar, Icon Set, etc))

Ques.1 How do you apply conditional formatting to highlight cells with specific text?

Ans.1 ⇒ Conditional formatting allows you to format cells automatically when they meet a condition.

STEPS:

- Select the range of cells.
- Go to Home → Conditional Formatting → Highlight cells Rules → Text that Contains.
- Enter the specific text (eg: "fail").
- Choose a formatting style (color, bold, fill).
- Click OK.

EXAMPLE: If a column contains remarks like Pass or fail, you can highlight all cells containing "fail" in red automatically.

Ques.2 What are data bars in Excel and how are they used in conditional formatting?

Ans.2 ⇒ Data Bars are visual bars displayed inside cells to represent values proportionally.

Steps to Apply:

- Select the data range.
- Go to Home → Conditional Formatting → Data Bars.
- Choose a color style.

EXAMPLE: In a sales column, higher sales values will have longer bars, making it easy to compare performance visually.

PURPOSE: They help users quickly understand trends and comparisons without reading exact numbers.

Ques.3 How would you create a rule to apply color scales to a range of cells?

Ans.3 → Color Scales use different colors to represent low, medium, and high values.

Steps:

- Select the data range
- Go to Home → Conditional Formatting → Color Scales
- Choose a 2-color or 3-color scale.

EXAMPLE:

In Marks Data:

- Low Marks → Red
- Average → Yellow
- High Marks → Green

This helps in quick performance analysis.

Ques.4 Explain how to use icon sets in conditional formatting.

Ans.4 → Icon Sets add symbols (arrows, ticks, flags) based on cell values.

Steps:

- Select the range
- Go to Home → Conditional Formatting → Icon Sets
- Choose an Icon Style.
- Modify rules using Manage Rules.

EXAMPLE:

- Green Arrow \rightarrow High Performance
- Yellow Arrow \rightarrow Average
- Red Arrow \rightarrow Low Performance

Used mainly in dashboards and reports.

Ques 5 How do you create a custom conditional formatting rule based on a formula?

Ans 5 \Rightarrow Custom Rules use formulas to apply formatting.

Steps:

- Select the Range
- Go to Home \rightarrow Conditional Formatting \rightarrow New Rule.
- Choose Use a formula to determine which cells to format.
- Enter a formula.
- Set the format and click OK.

EXAMPLE: $=A2 > 50000$

This highlights cells where salary is greater than 50000.

Ques 6 What is the purpose of the Manage Rules option in conditional formatting?

Ans 6 \Rightarrow Manage Rules allows you to:

- Edit existing rules
- Change rule priority.
- Delete unwanted rules
- Apply rules to different ranges.

Steps:

Home \rightarrow Conditional formatting \rightarrow Manage Rules.

PURPOSE:

It helps central and organise multiple formatting rules efficiently.

Ques 7 How can you apply conditional formatting to an entire row based on a cell value?

Ans 7) You use a formula with absolute column reference.

Steps:

- Select the full table
- Go to Conditional Formatting → New Rule → Use a formula.
- Enter formula := \$C2 = "fail"
- Choose formatting and Click OK.

Result:

If column C shows "fail", the entire row gets highlighted.

Ques 8 How do you remove conditional formatting from a worksheet?

Ans 8) Go to Home → Conditional Formatting → Clear Rules.

- Choose: Clear Rules from Selected Cells or
- Clear Rules from Entire Sheet.

This removes all applied formatting rules.

Ques 9 What are the limitations of conditional formatting in Excel?

Ans 9) Some limitations include:

- Too many rules can slow down performance.
- Limited formatting options compared to manual formatting.
- Difficult to manage in very large datasets.
- Rules may become complex and confusing if not named properly.

Despite this, it is very powerful for analysis and reporting.

Ques.10 How would you use conditional formatting to identify duplicate values in a range?

Ans.103 Select the data range.

- Go to Home → Conditional Formatting → Highlight Cells Rules → Duplicate Values.
- Choose a formatting style.
- Click OK.

EXAMPLE:

Duplicate employee IDs or phone numbers can be highlighted easily, helping in data cleaning.