Assignment - 8

1) How do you apply conditional Formatting to highlight cells with specific text?

Conditional formatting in Excel allows users to automatically highlight cells that contain specific text, making it easier to identify important information quickly.

method 1: Using Built-in Text Rule

⇒ select the required cell Range

⇒ Goto Home tab ⇒ Conditional Formatting

⇒ choose Highlight cells Rules ⇒ Text that Contains.

⇒ Enter the specific text (e.g., "Absent")

⇒ select a format (Fillcolour, font colour) and click ok.

Method 2: Using a Formula (Advanced)

⇒ select the range

⇒ Go to Conditional Formatting ⇒ New Rule.

⇒ choose use a formula to determine which cells to format.

⇒ Enter the formula:

=ISNUMBER (search ("Absent", A2))

⇒ Apply

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⇒ Apply formatting and click ok.

Advantages

⇒ Automatically updates when text changes

⇒ Reduces manual checking

⇒ Improves data visibility.

2) **What is data bars in Excel, and how are they used in Conditional Formatting?**

Data Bars are a type of Conditional formatting in Excel that display horizontal bars inside cells to visually represent the magnitude of values. They help users quickly compare numbers without reading each value.

Explanation:

⇒ Each cell shows a colored bar proportional to its value.

⇒ Larger values have longer bars

⇒ Smaller values have shorter bars

⇒ Bars automatically adjust when data changes.

Steps to apply Data Bars

1. select the range containing numeric values

2. Go to Home ⇒ Conditional formatting.

3. click Data Bars
4. choose either Gradient Fill or solid Fill

customization options

=> change bar color
=> show bar only (hide numbers)
=> set minimum and maximum value.
=> Apply to Positive and negative values differently.

Example:
In a sales report, data bars visually show which salesperson has the highest and lowest sales at a glance.

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

color scales are a conditional formatting feature in Excel that apply gradient colour to cells based on their values. They help identify high, medium and low values visually.

steps to Apply color scales

=> select the required data range
=> Go to Home => conditional Formatting
=> click color scales
=> choose a 2-color scale or 3-color scale

Types of color scale

2 color scale:

⇒ Lowest value ⇒ light color

⇒ Highest value ⇒ dark color

3 -color scale:

⇒ minimum ⇒ one color

⇒ mid point ⇒ second color

⇒ maximum ⇒ Third color

Example:

In a marks sheet:

- Red ⇒ low marks
- Yellow ⇒ average marks
- Green ⇒ high marks.

H) Explain how to use icon sets in Conditional formatting

Icon sets are used to visually classify data by displaying symbols such as arrows flags, or traffic lights based on cell values.

steps to range of cells:-

⇒ select the range of cells.

⇒ click Home ⇒ conditional formatting ⇒ Iconsets

⇒ choose an icon style

⇒ Excel automatically assigns icons based on value ranges.

⇒ You can customize the rules using manage Rules to change thresholds or icon types.

Example:
> Green arrow ⇒ High values
> Yellow arrow ⇒ medium values
> Red arrow ⇒ Low values

5) How do you create a custom Conditional formatting rule based on a formula?

A custom Conditional formatting rule allows formatting to be applied when a logical condition evaluates to TRUE.

steps:-
⇒ select the required cells on range
⇒ Go to Home ⇒ Conditional Formatting ⇒ New Rule
⇒ choose use a formula to determine which cells to format
⇒ Enter the formula (Example: $=A1 < 1000$)
⇒ click Format, choose the desired style, and click ok.

Example:-
If the formula $=B2 >= 90$ is used, Excel highlights all cells with values 90 or above.

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⇒ Apply

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6) what is that the Purpose of the manage Rules option in Conditional formatting?

The manage Rules option Rules option is used to view, control, and modify all conditional formatting rules applied to a worksheet or selected cells.

using manage Rules, you can:-

→ Edit existing Conditional formatting rules.

⇒ Delete unwanted rules

⇒ change the order of cells

⇒ Control which rule is applied First using stop If True

⇒ Apply rules of different ranges.

Path: Home ⇒ Conditional formatting ⇒ Manage Rules

7) How can you apply Conditional formatting to an entire rows based on a cell value?

To apply Conditional formatting to a full row, a formula based rule is used with an absolute column reference and a relative row reference.

steps:-

⇒ select the full table or rows you want to format.

⇒ Go to Home ⇒ Conditional formatting ⇒ New Rule

⇒ choose use a formula to determine which cells to format.

⇒ Enter a formula like:

$$= \$D1 = \text{"Completed"}$$

⇒ choose the formatting style and click ok.

Explanation:

⇒ $\$D$ locks the column

⇒ 1 allows Excel to apply the rule row by row.

8) How do you remove Conditional formatting from a worksheet?

Conditional formatting can also be removed by managing or deleting existing rules manually.

steps:

⇒ Go to Home ⇒ Conditional Formatting ⇒ manage Rules.

⇒ select this worksheet from the dropdown.

⇒ choose the rule you want to remove.

⇒ click Delete Rule

⇒ click ok.

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⇒ Go to Home
⇒ click clear
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method 1:- clear from selected cells
⇒ select the sales column
⇒ Go to Home ⇒ conditional Formatting
⇒ click clear Rules ⇒ clear Rules from selected cells.

method 2:- Remove using manage Rules
⇒ Go to Home ⇒ Conditional Formatting ⇒ manage Rules.
⇒ select the worksheet
⇒ choose the rule: cell value > 50000
⇒ click Delete Rule ⇒ OK.

9) what are limitations of conditional formatting in Excel?
conditional formatting has some limitations when working with large or complex data.
main limitations:-
⇒ Limited number of rules per cell - Too many rules can cause conflicts.
⇒ Performance issues ⇒ large datasets with many rules may slow down Excel.
⇒ Complex Formulas are hard to manage - formula based rules can be confusing.

⇒ Formatting does not change data — It only changes appearance, not value.

⇒ Difficult to audit — Hard to quickly see all applied rules.

⇒ Compatibility issues — some formatting may not work in older Excel versions.

Example:

If you apply conditional formatting is powerful but should be used carefully with large data.

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

Conditional formatting can be used to automatically highlight duplicate values in a selected range.

Steps:-

⇒ select the range of cells

⇒ Go to Home ⇒ Conditional formatting ⇒ Highlight cells Rules ⇒ Duplicate values.

⇒ choose a formatting style

⇒ click ok.

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Formula based :

⇒ select the range
⇒ use formula :

  = countIF (A1 : A6 , A1) >1

⇒ Apply Formatting

Example :

Employee ID

101
102
103
102
104
101

Apply formatting Duplicate value rule :

- 101 and 102 are highlighted as duplicates.