**✅ Steps for Conditional Formatting in Excel**

1. **Open your Excel file**  
   Make sure your data is ready (like marks, sales, attendance, etc.).
2. **Select the range of cells**  
   Highlight the cells where you want to apply formatting (e.g., A2:A10).
3. **Go to the Home tab**  
   On the ribbon at the top, click on the **Home** tab.
4. **Click on "Conditional Formatting"**  
   You'll find it in the **Styles** group.
5. **Choose a Rule Type**  
   You’ll see different options like:
   * **Highlight Cells Rules** (e.g., Greater Than, Less Than, Equal To)
   * **Top/Bottom Rules**
   * **Data Bars**
   * **Color Scales**
   * **Icon Sets**
   * **New Rule** (for custom formulas)
6. **Set the condition**  
   For example:
   * If you select **"Greater Than"**, it will ask you to enter a value (e.g., 70).
   * Then choose the format (e.g., red fill, green text, etc.).
7. **Click OK**  
   Excel will apply the formatting to the matching cells instantly.