■ Excel Conditional Formatting Notes

Conditional Formatting in Excel allows you to automatically change the appearance of cells based on rules or values. It is used to highlight trends, spot problems, and visualize data effectively.

Highlight Cell Rules

Path: Home → Conditional Formatting → Highlight Cells Rules
Details: Greater Than, Less Than, Between, Equal To, Text Contains, Date Occurring, Duplicate Values

Example: Highlight sales < 100 in red

Top/Bottom Rules

Path: Home → Conditional Formatting → Top/Bottom Rules
Details: Top 10 Items, Bottom 10 Items, Top 10%, Bottom 10%, Above Average, Below Average

Example: Highlight Top 3 Salaries in green

Data Bars

Path: Home → Conditional Formatting → Data Bars
Details: Shows values with colored bars inside cells

Example: Compare monthly sales visually

Color Scales

Path: Home → Conditional Formatting → Color Scales
Details: Applies gradient colors to show high/low values

Example: Green = high, Red = low

Icon Sets

Path: Home → Conditional Formatting → Icon Sets
Details: Adds icons (arrows, traffic lights, flags, stars)

Example: ↑ = high sales, ↓ = low sales

Formula Rules

Path: Home → Conditional Formatting → New Rule → Use a Formula
Details: Custom rules using Excel formulas

Example: =C2>50000 highlights salaries above 50,000

Manage Rules

Path: Home → Conditional Formatting → Manage Rules
Details: Edit, delete, or prioritize rules

Use 'Stop If True' to control rule order

■ Cheat Sheet

Function	Steps	Example	Shortcut
Highlight Cells Rules	CF → Highlight Cells → Choose	Sales < 100 in red	Alt → H → L
Duplicate Values	CF → Highlight Cells → Duplicate Values	Duplicate Employee IDs	Alt → H → L → D
Top/Bottom Rules	CF → Top/Bottom → Choose	Top 3 Salaries in green	Alt → H → L → T
Data Bars	CF → Data Bars	Compare monthly sales	Alt → H → L → D
Color Scales	CF → Color Scales	Green = high, Red = low	Alt → H → L → C
Icon Sets	CF → Icon Sets	Arrows for sales trend	Alt → H → L → I
Formula Rule	CF → New Rule → Use a Formula	=C2>50000	Alt → H → L → N