Conditional Formatting using Excel

- Highlight cell Rules:-
- Top Bottom Rules
- clean Rules

- Conditional formating is you have some criteria, condition based on which put some formating.

- For example I have some number
  i want to highlight those numbers
  based on some criteria.

  10
  20
  30
  40
  ⋮
  100

  Suppose i wont to highlight sum
  number $9 > 50$.

At first select the Data/numbers

→ [Home] -tab → conditional Formatting

{
- Highligh cell rules ————— Greater >
- Top/Bottom Rules   - smol. <
- Data Bar   - - -
- colon rule
}

- To highlight text.
  click/select text column → [Home] → conditional formatting
  - highlight cell
    - Text that contain

- You can highgh dates.

- To clean entire formatting.
  - [Home] → condi Format → clean Rules
    - selected cell
    - Entire sheet

consolidation:

- To highlight duplicate values

select column - [Home] → cond. formatting → highlight cell Rules → Duplicate values

you can also select (unique),

* Top bottom Rule in conditional formatting:-

select a column → [Home] → [Cond Fomt] → [Top/Bottom]
- Top 10 item
- Top 10%.
- Bottom 10%.
- Above Average
- Below ovg

- Data Bar in conditional formatting.

use [conditional Formatting] → [Data bar]

- colon scale also use

- Icon sets. →, •, ▲, ✓

- For use conditional Formatting For my user defined

[select column] - [Home] → [cond Frmot] → [New Rule]

- Use a formula to determine value

= Select table = select specific
row, - F4F4 double press
column

- You can use highligh

- To higligh entine necord /row by select a cell.

if you wont to opply conditional formating for entine
necord to show entine you will select at first
entine table → Home tab → | conditional |
                          | formating |
                          ↳ new rule

select use a formula to determine
← new which cell to format

Format value

select the table cell → F4. F4 → = compone cell

- If you wont to highlight column and row.
at the same time

select the area you wont to highlight → | conditional |
                                        | Formalting |
  → usen formula to determine

- format volves.

Φ =   F4 =

Data validation in ms Excel:

- Whole numbers
- Text length
- Date
- Dropdown list
- Input massage
- Error massage
- stop
- Worrning
- Information.

* To make Data validation :- go to [Data tab]. → [Data validation]

↓
Data validation
↓
in interface will show

There you will get a lot of criteria!
validation criteria.

Allow
- whole number
- Decimal
- list
- Date
- time
- Text length

input messag
Error alert
(stop/ worning)

between

start — er
[   ]

end
[   ]

★ To mak a dropdown list of items based cell insertion -

→ [Data tab] → [Data validation]
↓
Allow [list]
↓
Source
[Type/ select by sheet.

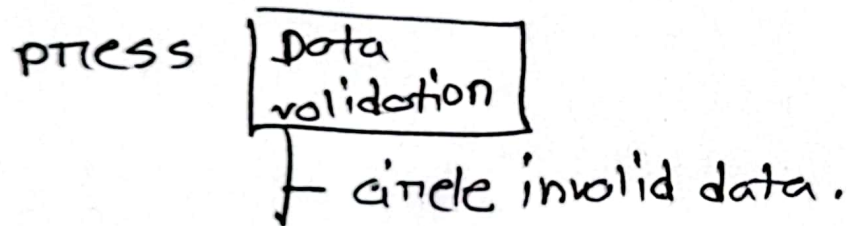If your source data is change it will affect your dropdown.

To ensure on set source fix.
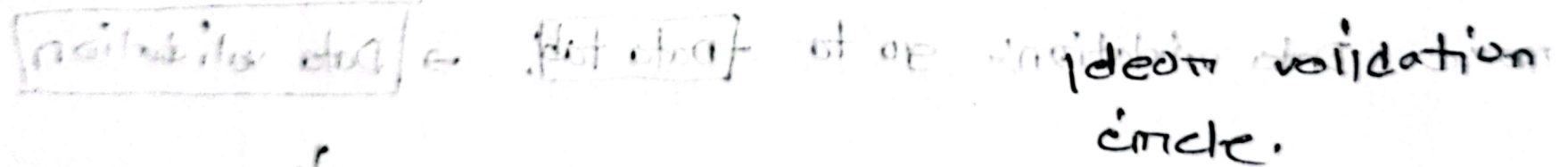by hiding / lock.

you can also put error massage

- Before applying validation it some invalid data exist.

How you will fix those.

After applying data validation:-

press [Data validation]

⌐ circle invalid data.

The fix them and from data validation

[data validation] ← that of or idear validation
circle.

‚Üì