Cell Styles and Basic IF Statements & Conditional Formattings in Excel

Section 1: Learn

What are Cell Styles in Excel?

Cell Styles in Excel allow users to **quickly format** cells with **predefined styles**, including font type, size, color, and background.

Why Use Cell Styles?

- **Consistent Formatting** – Ensures uniform appearance across spreadsheets.
- **Improved Readability** – Highlights key data like headers, totals, or warnings.
- **Quick Application** – Saves time instead of formatting each cell manually.

How to Apply Cell Styles?

1. Select the **cells** you want to format.
2. Go to **Home** → **Cell Styles**.
3. Choose a **predefined style** (e.g., Good, Bad, Neutral, Title, Heading).

What is Conditional Formatting in Excel?

Conditional Formatting in Excel allows users to **automatically change cell formatting based on specific conditions or rules**. It is widely used for **data visualization, highlighting important values, and spotting trends or errors**.

Why Use Advanced Conditional Formatting?

- **Identifies Key Data Points** – Highlights specific values automatically.
- **Improves Readability** – Makes spreadsheets easier to analyze.
- **Automates Data Tracking** – Tracks performance, trends, and exceptions.
- **Reduces Errors** – Automatically flags incorrect entries.

Types of Advanced Conditional Formatting in Excel

1. **Highlighting Cells Based on Rules** – Greater than, Less than, Equal to.
2. **Using Formulas for Conditional Formatting** – Create custom logic.
3. **Color Scales** – Applies gradient colors based on values.
4. **Data Bars** – Represents values visually with horizontal bars.
5. **Icon Sets** – Uses symbols to classify data (e.g., arrows, traffic lights).

How to Apply Conditional Formatting?

1. **Select Data Range** – Highlight the data where formatting is needed.
2. **Go to Home → Conditional Formatting**.
3. **Choose a Rule Type** – Based on values, formulas, or icon sets.
4. **Define the Formatting Style** – Select colors, fonts, or icons.
5. **Apply and Save** – Click OK to apply formatting.

Real-Life Example: Conditional Formatting for Sales Targets

A sales manager uses **Conditional Formatting** to:

- Highlight **sales above ₹50,000** in **green**.
- Mark **sales below ₹20,000** in **red**.
- Use **icons to show performance levels**

What is an IF Statement in Excel?

The **IF function** is a logical formula that **checks a condition and returns different values** based on whether the condition is **TRUE** or **FALSE**.

Why Use IF Statements?

- **Automates Decision Making** – Performs actions based on conditions.
- **Simplifies Data Analysis** – Highlights important values.
- **Reduces Manual Errors** – Eliminates the need for manual comparisons.

Basic Syntax of IF Statement

```
=IF(condition, value_if_true, value_if_false)
```

- condition → Logical test (e.g., A1>50).
- value_if_true → Output when the condition is met.
- value_if_false → Output when the condition is NOT met.

Example Scenarios

Condition	Formula Example	Result
Check if a number is greater than 50	=IF(A1>50, "Pass", "Fail")	"Pass" if A1 > 50, else "Fail"
Check if a value is "Yes"	=IF(B1="Yes", "Confirmed", "Pending")	"Confirmed" if B1 = Yes
Check if a sales target is met	=IF(C1>=50000, "Target Achieved", "Target Missed")	"Target Achieved" if C1 >= 50000

Real-Life Example: How IF Statements Help Businesses

A retail store tracks **monthly sales**. Using an **IF function**, they automatically highlight whether a salesperson has **met their target** or not, eliminating the need for manual checking.

Section 2: Practice

1. Applying Cell Styles to Highlight Important Data

1. Select a **range of cells**.
2. Go to **Home → Cell Styles**.
3. Apply **Heading, Total, or Warning** styles.

2. Writing a Basic IF Statement for Pass/Fail

```
| A     | B       |
|-------|---------|
| Score  | Result  |
| 80     | =IF(A2>=50, "Pass", "Fail")  |
| 45     | =IF(A3>=50, "Pass", "Fail")  |
| 90     | =IF(A4>=50, "Pass", "Fail")  |
```

- If Score **>=50**, result is **Pass**.
- Otherwise, result is **Fail**.

3. Using IF Statement for Employee Bonus Calculation

```
| A       | B       |
|---------|---------|
| Sales    | Bonus    |
```

| 60000 | =IF(A2>=50000, "Eligible", "Not Eligible") |

| 40000 | =IF(A3>=50000, "Eligible", "Not Eligible") |

| 55000 | =IF(A4>=50000, "Eligible", "Not Eligible") |

- If **Sales >= 50000**, bonus is **Eligible**.
- Otherwise, bonus is **Not Eligible**.

4. Formatting Cells Based on Conditions (Conditional Formatting)

1. Select the **Score column** (A2:A10).
2. Go to **Home → Conditional Formatting → Highlight Cell Rules**.
3. Choose **"Greater Than"** and enter **50**.
4. Select a **green fill** for Pass, and a **red fill** for Fail.

5. Nested IF Statements for Grading System

```
=IF(A2>=90, "A", IF(A2>=75, "B", IF(A2>=50, "C", "Fail")))
```

- **A** → If Score **>=90**.
- **B** → If Score **>=75 but <90**.
- **C** → If Score **>=50 but <75**.
- **Fail** → If Score **<50**.

Section 3: Know More

Frequently Asked Questions (FAQs)

1. What is the difference between IF and Nested IF?

- **IF** evaluates a **single condition**, while **Nested IF** checks **multiple conditions** within the same formula.

2. Can I combine IF with other functions?

- Yes! Common combinations include:
  - IF + AND → Multiple conditions (=IF(AND(A1>50, B1="Yes"), "Approved", "Denied")).
  - IF + OR → Any one condition (=IF(OR(A1>50, B1="Yes"), "Proceed", "Hold")).

3. How do I format numbers using Cell Styles?

- Use **Currency, Percentage, or Comma styles** in the **Home → Number Format** section.

4. Can IF Statements return numbers instead of text?

- Yes! Example:

```
=IF(A1>100, 10, 5)
```

- Returns **10** if A1 > 100, otherwise returns **5**.

5. How do I remove Cell Styles?

- Select the **formatted cells**, go to **Home → Cell Styles → Normal**.

Conclusion:

Mastering **Cell Styles and IF Statements** and **Conditional Formatting** can help in **better data visualization, decision-making, and automation in Excel**. By **practicing formatting and writing logical formulas**, users can **enhance their spreadsheet skills effectively**.