**Lesson 4 Demo 3**

**Perform Conditional Formatting: Highlight Duplicate Values**



**Steps to be followed:**

**Step 1: Open the Excel file**

* 1. Open the file named **Formatting.xlsx**

**Step 2: Apply conditional formatting on the Date column**

* 1. Choose the column **Order ID**

Table

Description automatically generated

* 1. In the **Home** tab, under Styles panel, choose Conditional formatting. Click on Duplicate Values under Highlight Cell Rules:

Table

Description automatically generated

* 1. Choose to fill ***Duplicate*** values with ***Light Red Fill with*** ***Dark Red Text***. Click on OK

Graphical user interface, text, application

Description automatically generated

* 1. The results look like the following:

Table

Description automatically generated

The duplicate values are highlighted in light red.