Quiz 1.4.5: Conditional Formatting   29/10/25

1. What can we use Conditional Formatting for? (One or more answers are possible - partial credit will be awarded)   **1 / 1 point**

   ☑ To discover and visualise behaviour of data - especially in large sets.

   > ⊘ **Correct**
   > Yes, it is a great helper when you are trying to make sense of a large set of data.

   ☑ To identify trends, variances and similarities in a range of data.

   > ⊘ **Correct**
   > Yes, that's spot on. Conditional formatting is an extremely powerful tool.

   ☐ To improve the design of our spreadsheet.

   ☑ To automatically highlight cells when certain conditions are met.

   > ⊘ **Correct**
   > Yes, exactly. It's an excellent tool for this automation. You tell Excel the conditions and Excel does the rest of the work for you.

2. In order to apply conditional formatting to a worksheet, you can click into any cell.   **1 / 1 point**

   ○ True

   ⦿ False

   > ⊘ **Correct**
   > Well done - you were definitely paying attention to this week's video. Just like with any other formatting, we need to tell Excel exactly which cell(s) we want to format.

3. In the workbook order-priority.xlsx, Sean wants to highlight any cells under "Order Priority" that are marked as "Critical" with Yellow Fill and Dark Yellow Text. Can you guide him on how to do this with the Conditional Formatting? Practice makes permanent, so why don't you download the worksheet below and step through the process and then select the correct answer below. (One or more answers are possible - partial credit will be awarded)   **2 / 2 points**

   > 📎 **order-priority**
   > XLSX File

   ☐ Single-click on one of the cells containing Critical, click on Conditional Formatting - Highlight Cell Rules - Text that Contains ..., type in "Critical", select Yellow Fill with Dark Yellow Text from the drop down menu and hit OK.

   ☑ Select the range **I4:I54**, click on Conditional Formatting - Highlight Cell Rules - Text that Contains ..., type in "Critical", select Yellow Fill with Dark Yellow Text from the drop-down menu and hit OK.

   > ⊘ **Correct**
   > Nice work. I hope you are feeling a great sense of achievement - this was a tricky one.

   ☑ Select the range **I4:I54**, click on Conditional Formatting - Highlight Cell Rules - Equal to ..., type in "Critical", select Yellow Fill with Dark Yellow Text from the drop-down menu and hit OK.

   > ⊘ **Correct**
   > Yes, that's 100% correct. This is definitely a good way to get Sean the result he wants.

   ☐ Select any cell in the worksheet, click on Conditional Formatting - Highlight Cell Rules - Text that Contains ..., type in "Critical", select Yellow Fill with Dark Yellow Text from the drop down menu and hit OK.