

5. Select either *Duplicate* or *Unique* from the drop down menu.
6. Select the type of cell formatting you wish to use.
7. Select *Ok*.

The cells which contain either duplicate or unique values will now appear with the cell formatting which you selected.

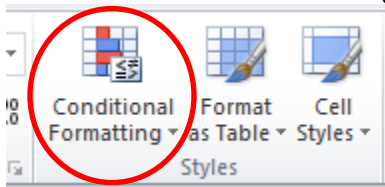
## Top/Bottom Rules

Top and bottom rules can be used to highlight cells that are the top or bottom ten items or the top or bottom ten percent. They can also be used to identify items above or below the average.

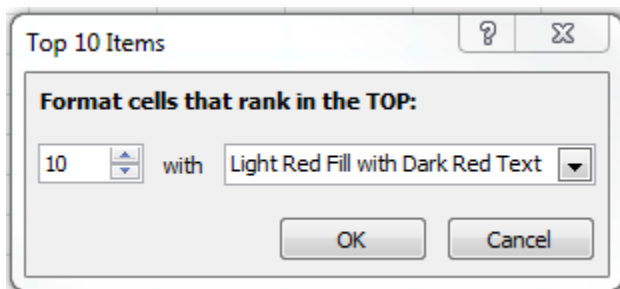
### Top 10 Items

To highlight cells that are the top 10 items in your data:

1. Highlight your entire data range.
2. Select *Conditional Formatting*.



3. Hover over *Top/Bottom Rules*.
4. Select *Top 10 Items* to open the Top 10 Items dialogue box.



5. Enter the number of items to identify.
6. Select the type of cell formatting you wish to use.
7. Select *Ok*.

The cells which are in the top selected number will now appear with the cell formatting which you selected.

To identify the bottom 10 items select *Bottom 10 Items* instead of *Top 10 Items*.