

## Excel

### Conditional Formatting (Data Bar, Icon Set, etc)

Q1) How do you apply Conditional Formatting to highlight cells with specific text?

A) Highlighting Specific text

Select your range, go to Home > Conditional Formatting > Highlight cells Rules > text that Contains... Type the specific text and choose your formatting style.

Q2) What are data bars in Excel, and how are data bars in excel, and how are they used in conditional formatting?

A) Data Bars

Data bars are horizontal bars added inside cells to represent the value relative to other cells in the range. Longer bars represent higher values. Apply them via Conditional Formatting > Data Bars

Q3) How would you create a rule to apply Color Scales to a range of cell?

A) Color Scales

Color scales use background gradients to represent data distribution (e.g. green for high, red for low). Go to Conditional Formatting > Color scales and select a preset gradient.

Q4) Explain how to use icon sets in conditional formatting.

A) Icon Sets

Icon sets use shapes, arrows, or indicators to classify data into categories based on thresholds.

- \* How to use: Select Conditional Formatting > Icon sets and choose a style (like traffic lights or directional arrows)

Q5) How do you create a custom Conditional Formatting rule based on a formula?

A) Custom Formula Rules

- Select your range, go to Conditional Formatting > New Rule > use a formula to determine which cells to format. Enter your logical formula (e.g., =A1>100) and set the format.

Q6) What is the purpose of the manage Roles option in Conditional formatting?

A) Manage Rules option

The manage Rules dialog allows you to view all rules in the worksheet, edit them, delete them or change their Precedence (which rule gets applied first if multiple rules conflict).

Q7) How can you apply Conditional formatting to an entire row based on a cell value?

A) Formatting an entire Row:

1) Highlight the entire data table

2) Create a New Rule Using a Formula

3) Use a mixed \$ reference for the Column (eg., =\$C2=

"Completed"). The \$ keeps the rule looking at column

C while the row number changes for each row

Q8) How do you remove Conditional formatting from a worksheet?

A) Removing Formatting:

To wipe the slate clean, go to conditional formatings clear Rules. You can choose to clear rules from the selected cells or the entire sheet.

Q9) What are the limitations of conditional formatting in excel?

A) Performance: Too many rules can slow down large workbooks. Because they are "volatile" (they recalculate often)

Formatting Limits: You cannot change cell borders or cell comments via conditional formatting  
copy - past: Standard pasting can easily break or duplicate rules

Q10) How would you use conditional formatting to identify duplicate values in a range?

A) Select your range, then go to Home > conditional formatting > Highlight cells Rules > Duplicate values... excel will automatically highlight any entries that appear more than once

### A) SUBTOTAL on Filtered Data

Use the syntax  $=\text{SUBTOTAL}(\text{function\_num}, \text{range})$

To sum filtered data, use 9 or 109 as the function\_num  
e.g.  $=\text{SUBTOTAL}(109, A1:A10)$ . When you apply a filter to your data, SUBTOTAL result will automatically update to reflect only the values currently visible on your screen.