

Conditional Formatting Practicing Questions

Value-Based Rules

1. Highlight students with marks above 80 in green

- Select the *Marks* column → Home → Conditional Formatting → *Highlight Cell Rules* → *Greater Than...* → enter 80 → choose *Green Fill*.

2. Highlight employees with marks below 40 in red

- Same as above, but choose *Less Than...* → enter 40 → Red Fill.

3. Shade rows where Age > 35

- Select the entire dataset → Conditional Formatting → *New Rule* → *Use a formula*:= $\$C2>35$

(assuming Age is in column C). Apply a fill color.

4. Highlight salaries greater than ₹70,000

Select Salary column → *Greater Than...* → 70000.

5. Highlight employees whose salary < 30,000

Select Salary column → *Less Than...* → 30000.

6. Shade joining dates before 2022

Formula:= $\text{YEAR}(\$D2)$

(assuming Joining Date is in column D).

7. 📌 Highlight employees who joined this year

Formula:= $\text{YEAR}(\$D2)=\text{YEAR}(\text{TODAY}())$

- ◆ Duplicate / Unique

8. Highlight duplicate names

Select Name column → Conditional Formatting → *Highlight Cell Rules* → *Duplicate Values*.

9. Highlight duplicate salaries

Same as above, but on Salary column.

10. Highlight unique employee IDs

Formula:= $\text{COUNTIF}(\$A:\$A,\$A2)=1$

(assuming Employee ID is in column A).

- ◆ Top / Bottom Rules

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11. Highlight top 10% marks

Select Marks column → Conditional Formatting → *Top/Bottom Rules* → *Top 10%*.

12. Highlight bottom 10% salaries

Select Salary column → *Bottom 10%*.

13. Highlight top 5 highest salaries

Formula: `=RANK($E2,$E:$E)<=5`

(assuming Salary is in column E).

14. Highlight lowest 5 marks

Formula: `=RANK($B2,$B:$B)>=COUNTA($B:$B)-4`

(assuming Marks in column B).

◆ Custom Formula Rules

15. Highlight rows where Department = "IT" and Marks > 70

`=AND($F2="IT", $B2>70)`

16. Highlight rows where Department = "Sales" and Salary < 40,000

`=AND($F2="Sales", $E2`

17. Highlight employees with Age between 25 and 30

`=AND($C2>=25, $C2<=30)`

18. Highlight employees whose joining date is on a weekend

`=WEEKDAY($D2,2)>5`

(Here 2 means Monday=1, Sunday=7).

19. Highlight employees where first name starts with 'A'

`=LEFT($A2,1)="A"`

20. Highlight employees whose marks < 50 AND salary > 50,000

`=AND($B2<50000, $E2>50000)`