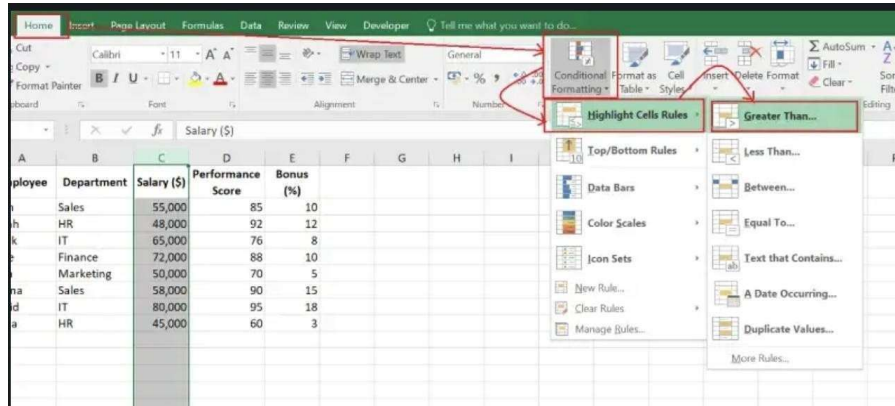


How to Do Conditional Formatting in Excel

- Select the Cells to Format
- Navigate: Home Tab → Conditional Formatting
- Choose a Formatting Rule
- Set Condition and Style
- Click OK

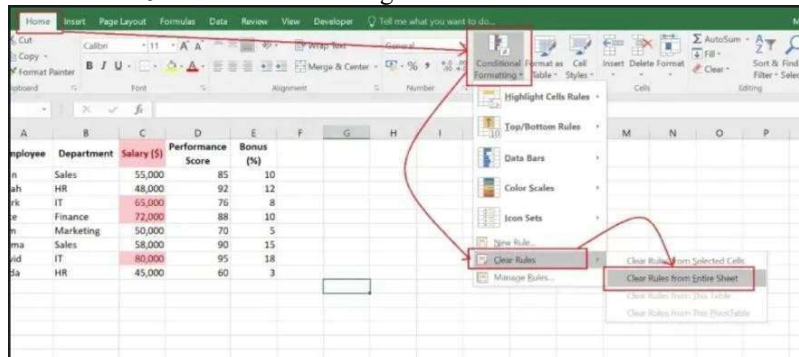
Basic Conditional Formatting Techniques

- Highlight Cells Based on Values:
 - Use rules like greater than, less than, between
 - Example: Highlight salaries over \$60,000 in red.



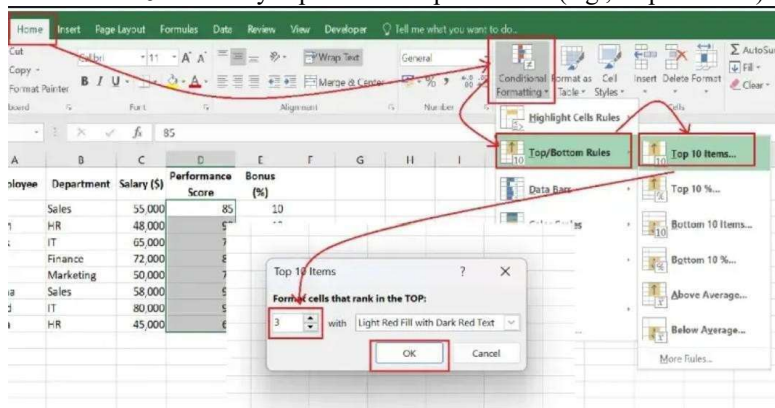
• Clear Rules:

- Remove formatting from selected cells or entire sheet



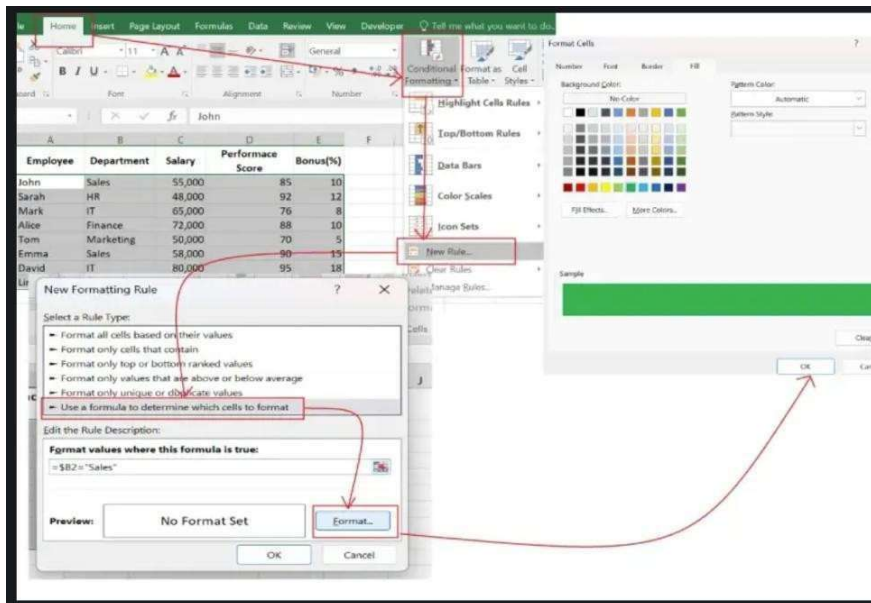
• Top/Bottom Rules:

- Identify top or bottom performers (e.g., Top 3 scores)



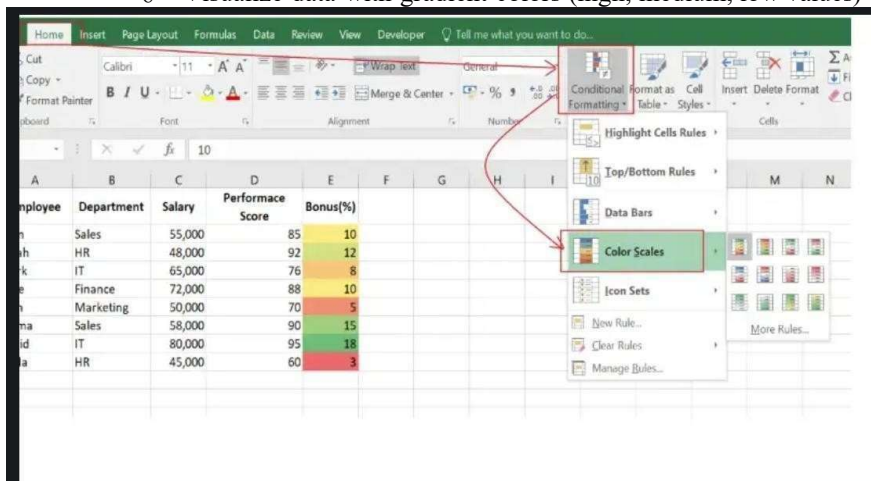
• Conditional Formatting with Formulas:

- Create custom rules with formulas
- Example: Highlight employees in the Sales department with `=B2="Sales"`



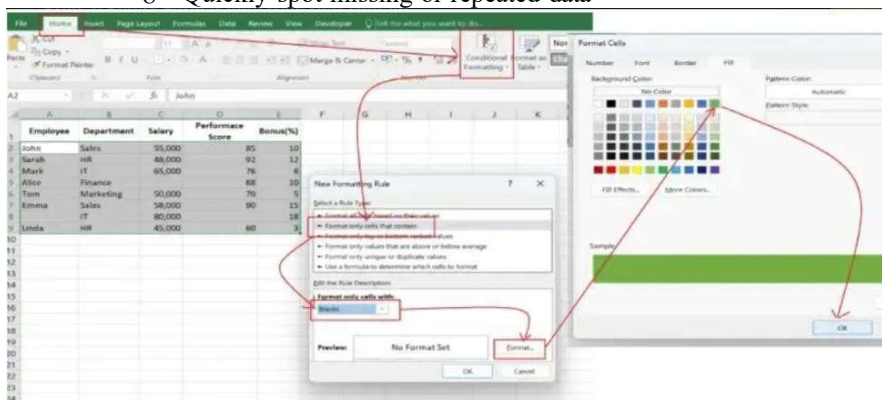
- **Using Color Scales:**

- o Visualize data with gradient colors (high, medium, low values)



- **Highlighting Blank or Duplicate Cells:**

- o Quickly spot missing or repeated data



Editing and Removing Conditional Formatting

- **Edit Rules:**

- o Home Tab → Conditional Formatting → Manage Rules
 - o Modify settings and apply

- **Remove Rules:**

- o Clear Rules option or use keyboard shortcut (Alt + H + E + F)