

Microsoft Excel Conditional Formatting



Conditional Formatting.

Conditional Formatting lets the value of the cell determine its formatting.

There are various different formats that can be applied.

Example:

Using the format 'Icon Set' the results are

Figures between 700 – 800 Green up arrow

Figures between 300 - 400 Yellow down right arrow

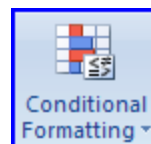
Figures between 100 - 200 Red down arrow

	Q2
↑	702,000
↓	120,000
↑	750,000
↓	145,200
↘	382,800
↓	191,000

The Process.

Highlight the dataset

From the **Home** tab select the **Conditional Formatting** icon.



The image displays the Conditional Formatting Rules Manager in Microsoft Excel. The interface is divided into two main sections: a list of rule categories on the right and a grid of icons on the left.

Rule Categories (Right Panel):

- Highlight Cells Rules
- Top/Bottom Rules
- Data Bars
- Color Scales
- Icon Sets** (highlighted in yellow)
- New Rule...
- Clear Rules
- Manage Rules...

Icon Grid (Left Panel):

The grid contains various icons used for conditional formatting, including:

- Directional arrows (up, down, left, right, and combinations)
- Warning icons (exclamation mark, error bars)
- Color scales (red, yellow, green, black)
- Bar charts (vertical bars of varying heights)
- Shapes (triangles, diamonds)
- Checkmarks and error symbols
- Circle icons (solid, half-filled, empty)

At the bottom of the grid, there is a button labeled [More Rules...](#)