



Charis Alexandra Training Ltd

Conditional Formatting 2

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

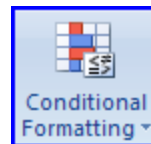
Figures between 100 - 200 Red down
arrow

	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.





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Select the **Icon Set** required.

The screenshot displays the Microsoft Excel Conditional Formatting ribbon. On the right side, a task pane is open, listing various rule categories: 'Highlight Cells Rules', 'Top/Bottom Rules', 'Data Bars', 'Color Scales', 'Icon Sets' (which is highlighted in yellow), 'New Rule...', 'Clear Rules', and 'Manage Rules...'. The main area of the ribbon shows a grid of icons for the 'Icon Sets' task pane. These icons include various symbols such as arrows, flags, traffic lights, checkmarks, warning signs, and bar charts. At the bottom of the icon grid, there is a 'More Rules...' button.