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Conditional Formatting in MS Excel

Microsoft Excel

CBSE

Module 38 - Conditional Formatting in MS Excel

Conditional Formatting

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Conditional formatting in Excel is a powerful tool that allows you to visually highlight important data points based on specific conditions. Whether you're working with large datasets or need to emphasize trends, values, or outliers, Excel conditional formatting can help you create dynamic, easy-to-read reports.

How to Do Conditional Formatting in Excel?

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- Select the Cells to Format
- Go to the Home Tab >> Click on Conditional Formatting
- Choose a Formatting Rule
- Set Your Condition and Formatting Style
- Click OK

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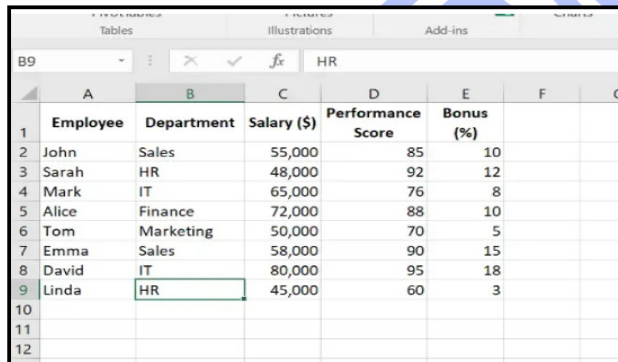
How to Use Conditional Formatting in Excel?

Follow the below steps to Use Conditional Formatting in Excel:

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Prepare the Data Set

Enter the Data into the excel spreadsheet.



	A	B	C	D	E	F	G
1	Employee	Department	Salary (\$)	Performance Score	Bonus (%)		
2	John	Sales	55,000	85	10		
3	Sarah	HR	48,000	92	12		
4	Mark	IT	65,000	76	8		
5	Alice	Finance	72,000	88	10		
6	Tom	Marketing	50,000	70	5		
7	Emma	Sales	58,000	90	15		
8	David	IT	80,000	95	18		
9	Linda	HR	45,000	60	3		
10							
11							
12							

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1. Highlight Cells Based on Values

The Highlight Cell Rules feature allows you to format cells based on conditions like greater than, less than, between, or containing specific text. Follow the below steps to highlight cell rules in excel:

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Step 1: Select the Column

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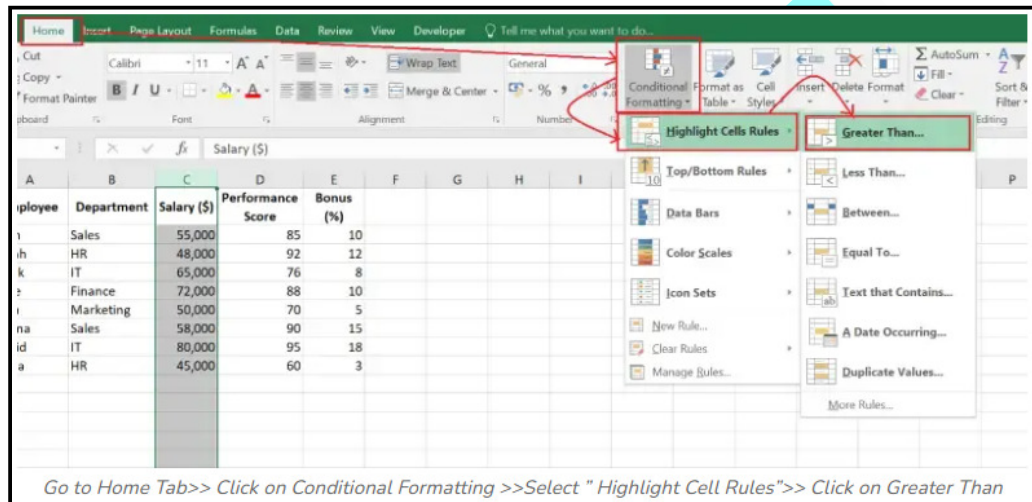
Select the Column in which you want to apply conditional formatting. Here we have selected Column C(Salary).

Step 2: Choose Conditional Formatting

Go to Home Tab, Click on Conditional Formatting, Select Highlight Cells Rules and Click on Greater Than.

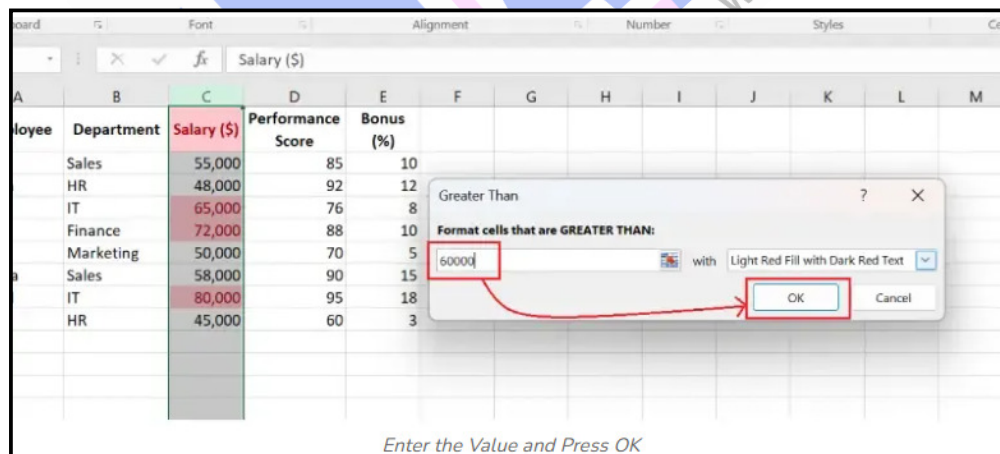
Alternatively Press the Shortcut to open the Conditional Formatting Menu:

Alt + H + L



Step 3: Enter the Value and Press OK

Enter the value you want to highlight, choose a formatting style, and click OK.



Step 4: Preview Results

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Press Enter and Preview Results. Cells with salaries greater than \$60,000 will be highlighted in red.

Employee	Department	Salary (\$)	Performance Score	Bonus (%)
John	Sales	55,000	85	10
Sarah	HR	48,000	92	12
Mark	IT	65,000	76	8
Alice	Finance	72,000	88	10
Tom	Marketing	50,000	70	5
Emma	Sales	58,000	90	15
David	IT	80,000	95	18
Linda	HR	45,000	60	3

2. Top/Bottom Rules - Identifying Outliers

Top/Bottom Rules highlight the highest or lowest values in a dataset.

Employee	Department	Salary (\$)	Performance Score	Bonus (%)
John	Sales	55,000	85	10
Sarah	HR	48,000	92	12
Mark	IT	65,000	76	8
Alice	Finance	72,000	88	10
Tom	Marketing	50,000	70	5
Emma	Sales	58,000	90	15
David	IT	80,000	95	18
Linda	HR	45,000	60	3

Example: Highlight the Top 3 Performers

Step 1: Select the Cells

Select the Performance Score column (Column D) D2:D9.

Step 2: Select the Formatting Rule

Click Home > Conditional Formatting > Top/Bottom Rules > Top 3.

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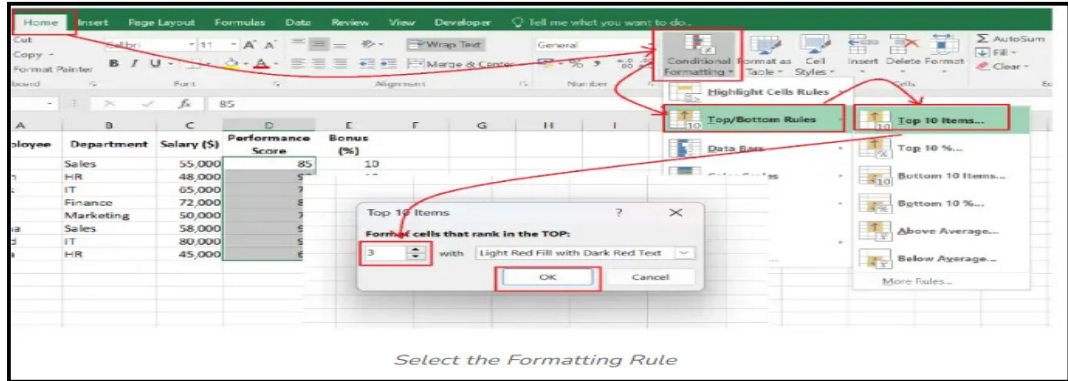
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Step 3: Preview Results

This will highlight the top 3 employees with the highest performance scores.

Employee	Department	Salary (\$)	Performance Score	Bonus (%)
John	Sales	55,000	85	10
Sarah	HR	48,000	92	12
Mark	IT	65,000	76	8
Alice	Finance	72,000	88	10
Tom	Marketing	50,000	70	5
Emma	Sales	58,000	90	15
David	IT	80,000	95	18
Linda	HR	45,000	60	3

3. Conditional Formatting with Formulas

Using formulas in Conditional Formatting allows you to create custom rules beyond the built-in options.

Employee	Department	Salary (\$)	Performance Score	Bonus (%)
John	Sales	55,000	85	10
Sarah	HR	48,000	92	12
Mark	IT	65,000	76	8
Alice	Finance	72,000	88	10
Tom	Marketing	50,000	70	5
Emma	Sales	58,000	90	15
David	IT	80,000	95	18
Linda	HR	45,000	60	3

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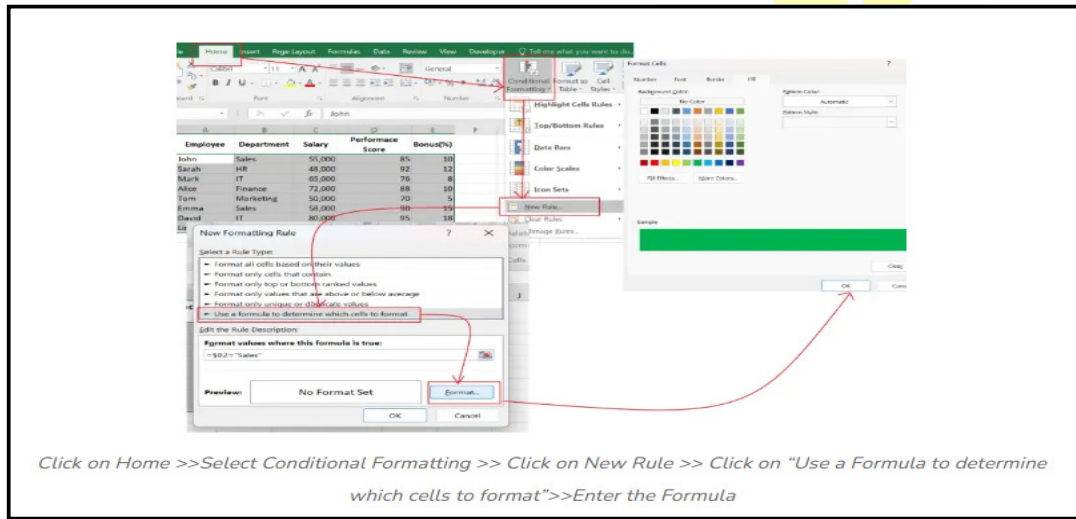
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Example: Highlight Employees in the Sales Department

Step 1: Select the Dataset
 Select the Data Range (A1:E9).

Step 2: Select the New Rule
 • Go to Home > Conditional Formatting > New Rule.
 • Select Use a formula to determine which cells to format.

Enter the formula
=B2="Sales"
 Click Format, choose a fill color (e.g., Green), and click OK.



Step 3: Preview Results
 All employees in the Sales department will be highlighted.

Employee	Department	Salary	Performance Score	Bonus(%)
John	Sales	55,000	85	10
Sarah	HR	48,000	92	12
Mark	IT	65,000	76	8
Alice	Finance	72,000	88	10
Tom	Marketing	50,000	70	5
Emma	Sales	58,000	90	15
David	IT	80,000	95	18
Linda	HR	45,000	60	3

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4. Using Color Scales to Visualize Data

Color Scales use gradient colors to represent high, medium, and low values.

Example: Apply a Color Scale to Bonus Percentage

Step 1: Select the Bonus Column

Select the Bonus column (E2:E9).

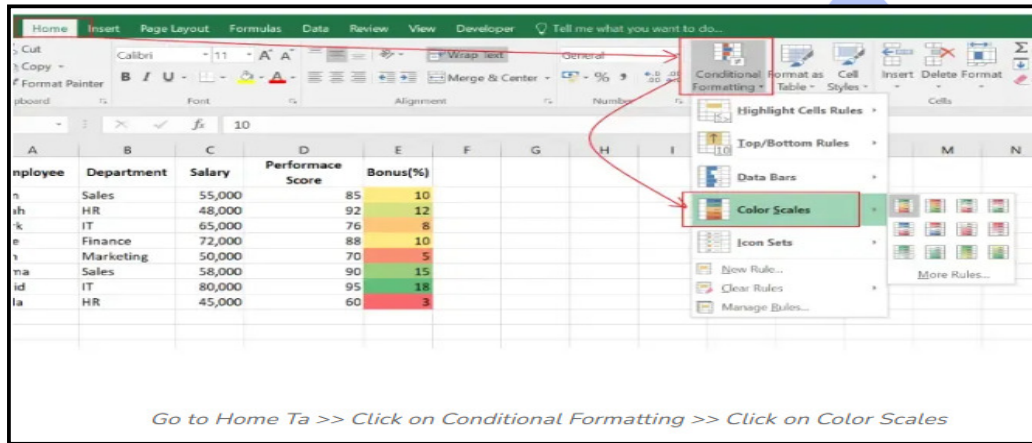
Step 2: Select the Color Scales and Choose the Color Scales

Go to Home Tab, Select the Conditional Formatting, Click on the Color Scales and Choose a Red-Yellow-Green scale (or any other preferred scale).

Green: Highest bonus percentage.

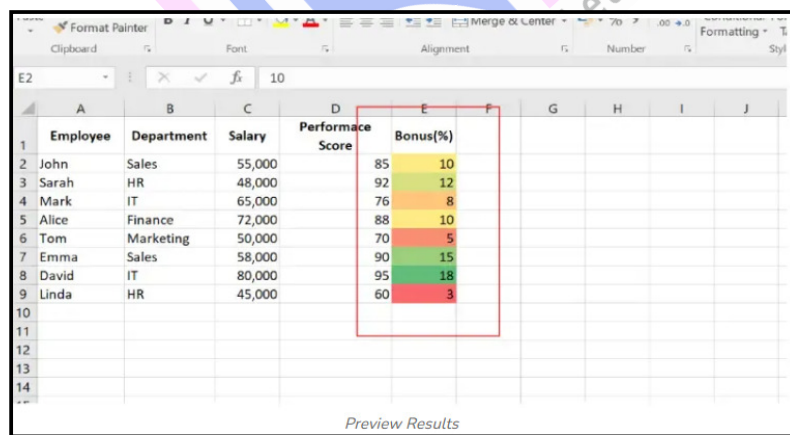
Yellow: Medium values.

Red: Lowest bonus percentage.



Step 3: Preview Results

Choose the Color Scale Pattern and Preview Results.



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5. Highlighting Blank or Duplicate Cells

Sometimes, blank cells indicate missing data. Conditional Formatting can help identify them easily.

Example: Highlight Empty Cells in the Dataset

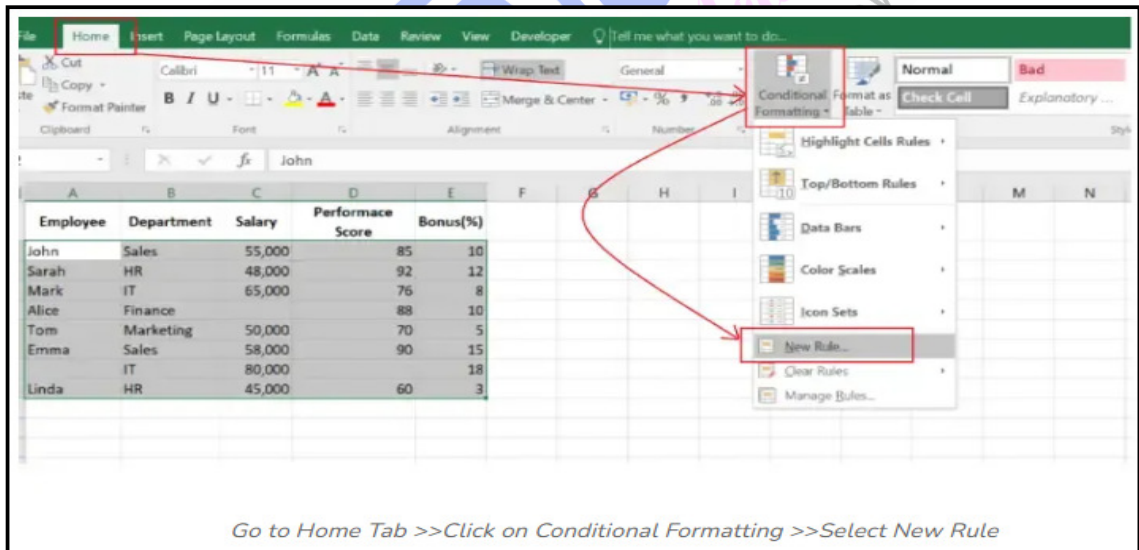
Step 1: Select the entire dataset

Select the Entire Dataset. (In the below example we have selected A2:E9)

	Employee	Department	Salary	Performance Score	Bonus(%)
1					
2	John	Sales	55,000	85	10
3	Sarah	HR	48,000	92	12
4	Mark	IT	65,000	76	8
5	Alice	Finance		88	10
6	Tom	Marketing	50,000	70	5
7	Emma	Sales	58,000	90	15
8		IT	80,000		18
9	Linda	HR	45,000	60	3
10					

Step 2: Select New Rule

Click Home > Conditional Formatting > New Rule.



Step 3: Select Format only cells that contain.

In the drop-down, choose Blanks.

Click Format, pick a color (e.g., Green), and click OK.

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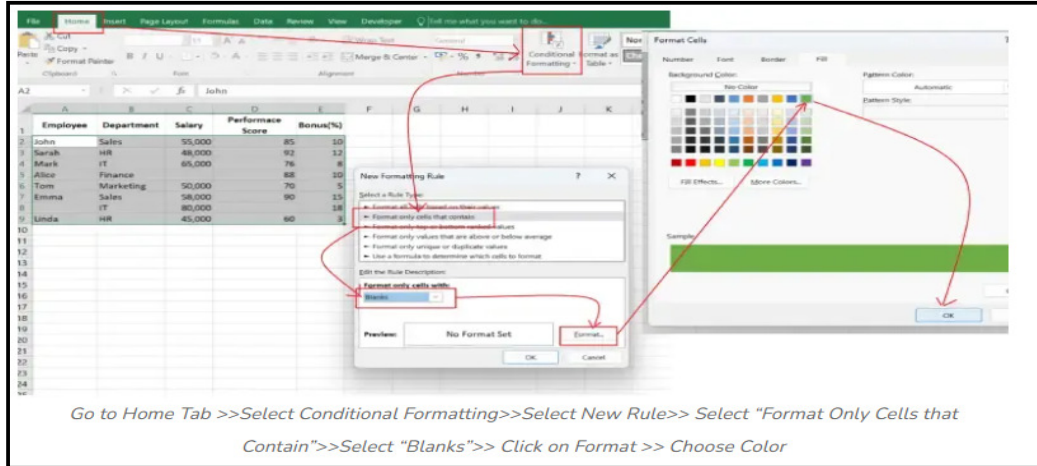
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Go to Home Tab >> Select Conditional Formatting >> Select New Rule >> Select "Format Only Cells that Contain" >> Select "Blanks" >> Click on Format >> Choose Color

Step 4: Preview Results
Choose the Color and Preview Results.

	A	B	C	D	E
1	Employee	Department	Salary	Performance Score	Bonus(%)
2		Sales	55,000	85	10
3	Sarah	HR	48,000	92	12
4	Mark	IT	65,000	76	8
5	Alice	Finance	88	88	10
6	Tom	Marketing	50,000	70	5
7	Emma	Sales	58,000	90	15
8		IT	80,000	18	18
9	Linda	HR	45,000	60	3
10					

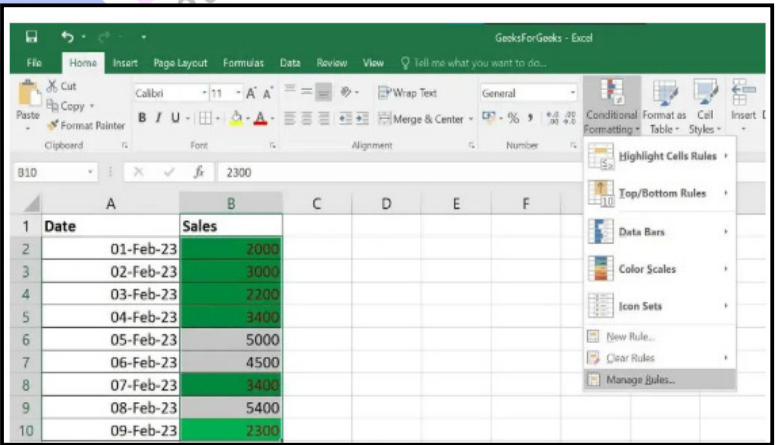
How to Edit Conditional Formatting in Excel

You can easily modify an existing Conditional Formatting Rule in Excel by following these steps:

Step 1: Select the Cells
Click on any cell that has a conditional formatting rule applied.

Step 2: Open the Rules Manager

Go to the Home tab, click Conditional Formatting, and



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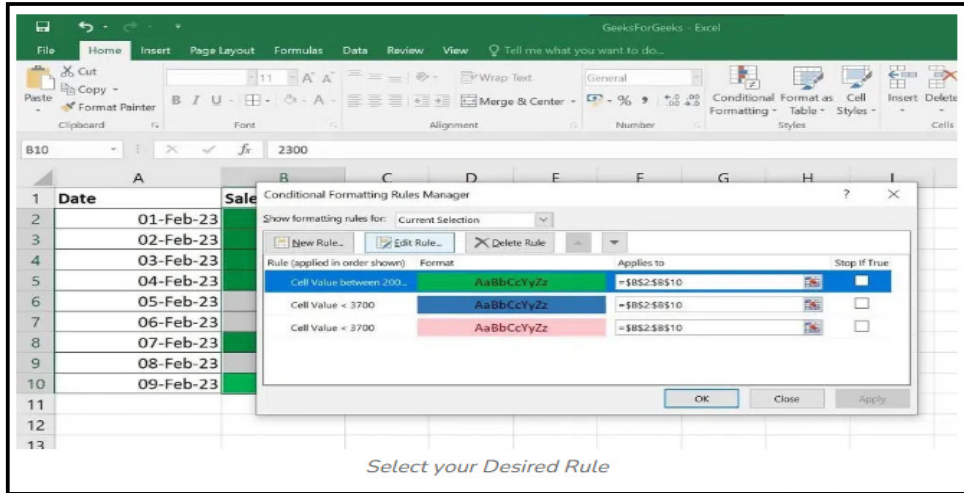
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select Manage Rules.

Step 3: Choose the Rule to Edit

In the Rules Manager dialog box, choose the rule you want to modify and click Edit Rule



Step 4: Make Changes & Apply

Update the settings in the Edit Formatting Rule window as needed, then click OK to apply the changes.

How to Remove Conditional Formatting in Excel (3 Methods)

You can easily remove conditional formatting in Excel using two simple methods:

Method 1: Remove Conditional Formatting Using the Clear Rules Option

This method allows you to remove conditional formatting from selected cells or the entire sheet.

Step 1: Select the Cells

Highlight the cell range that contains the conditional formatting you want to remove.

If you want to remove formatting from the entire sheet, you can skip selecting specific cells.

Step 2: Go to Conditional Formatting

Click on the Home tab in the ribbon.

In the Styles group, click Conditional Formatting.

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Step 3: Clear the Rules

Choose Clear Rules from the drop-down menu.

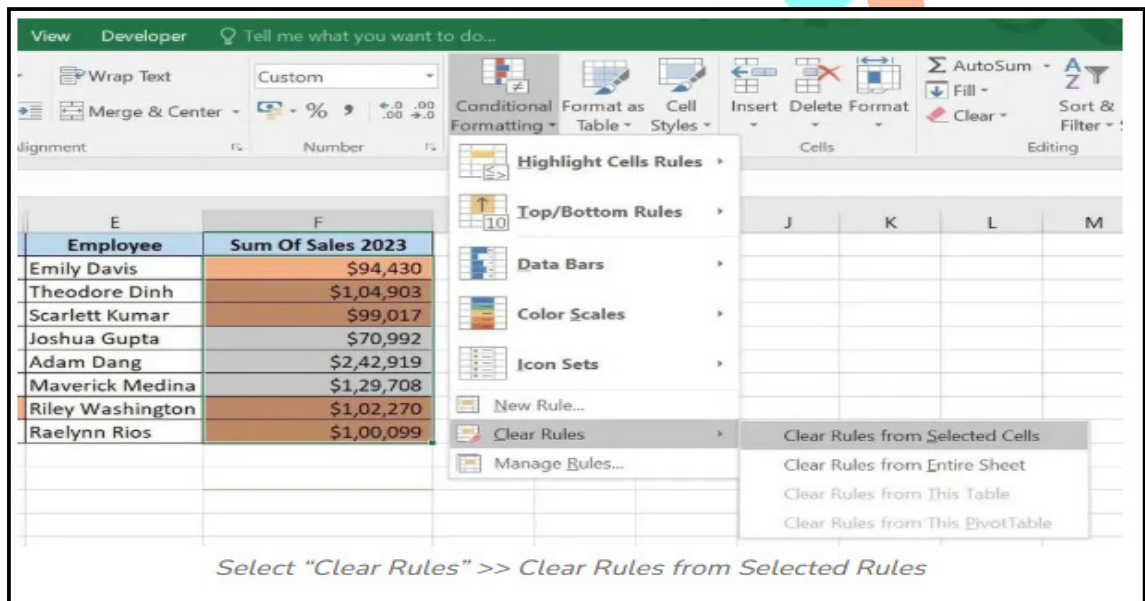
Select either:

Clear Rules from Selected Cells - to remove formatting only from the selected range.

Clear Rules from Entire Sheet - to remove all conditional formatting from the worksheet.

You can also use the keyboard Shortcut

Press Alt + H + E + F on your keyboard.



Method 2: Remove Specific Conditional Formatting Using the Rules Manager

This method is useful when you want to edit or remove specific rules without affecting others.

Step 1: Select the Cells

Click on any cell within the range that has conditional formatting applied.

If you're unsure, selecting the entire sheet will display all rules in the next step.

Step 2: Open the Rules Manager

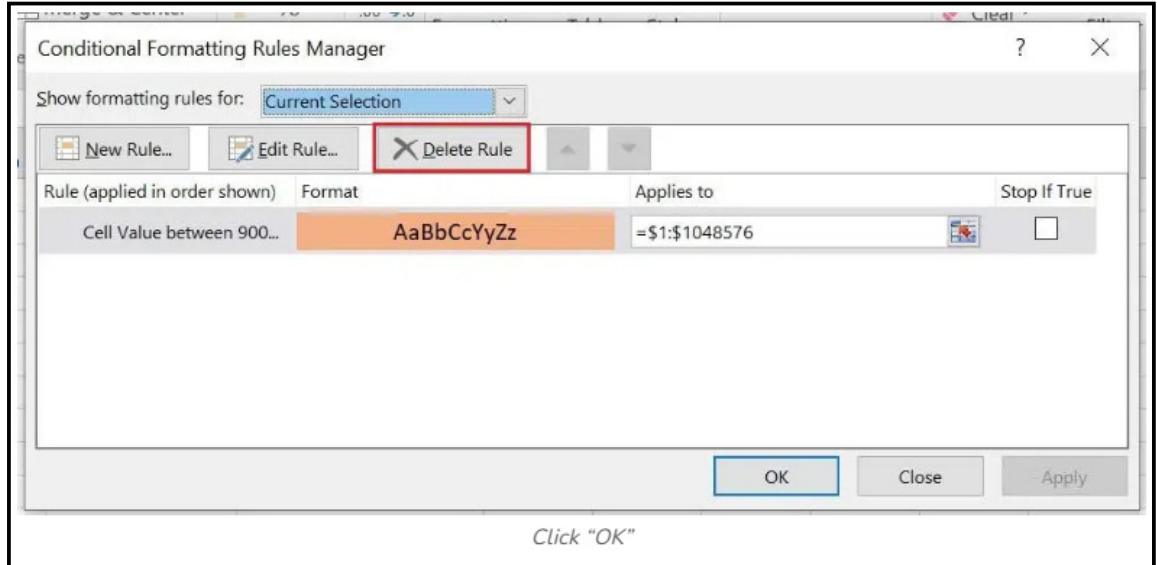
Go to the Home tab, click Conditional Formatting, and select Manage Rules from the drop-down menu.

Step 3: Choose the Rules to Delete

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- The Conditional Formatting Rules Manager window will appear.
- From the Show Formatting Rules For drop-down, select either the current selection or the entire sheet.
- Select the rule you want to remove and click Delete Rule.



Method 3: Keyboard Shortcut to Remove Conditional Formatting

Removing conditional formatting in Excel can be a quick and easy task with the right keyboard shortcuts. If you want to remove all the conditional formatting rules from a selected range of cells, you can follow these steps:

Step 1: Select the Cell range

Select the range of cells from which you want to remove the conditional formatting.

Step 2: Press Keys

Press Alt + H + E + F on your keyboard.

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