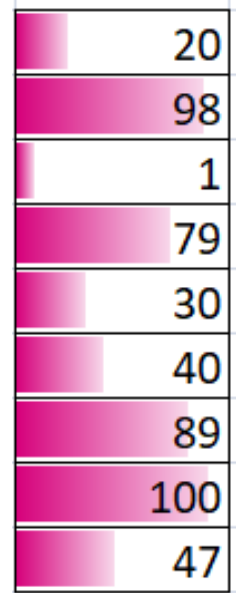# Top bottom rules

➢ Select the cells you want to analyze.

➢ Click the Home tab.

➢ In the Styles group, click Conditional Formatting, then select Top/Bottom Rules.

➢ Click Above Average, then click OK

➢ Excel calculates the average (50) and formats the cells that are above this average.

# Data bars

➢ Data bars in Excel make it very easy to visualize values in a range of cells. A longer bar represents a higher value.

➢ Select the range of cells, the table, or the whole sheet that you want to apply conditional formatting to.

➢ On the Home tab, under Format, click Conditional Formatting.

➢ Point to Data Bars, and then click a gradient fill or a solid fill.

# Color scales

➢ The cell that holds the minimum value (1) is colored red. The cell that holds the median (47) is colored yellow, and the cell that holds the maximum value (100) is colored green. All other cells are colored proportionally.

| |
|---|
| 20 |
| 98 |
| 1 |
| 79 |
| 30 |
| 40 |
| 89 |
| 100 |
| 47 |

# Icon set

➢ Excel conditional formatting icon sets will help you visually represent your data with arrows, shapes, check marks, flags, and other objects.

| | |
|---|---|
| ◆ | 5 |
| △ | 35 |
| ● | 68 |
| ● | 80 |
| ● | 77 |
| △ | 32 |
| △ | 45 |