

## Lesson no. 3: Conditionally Formatting Data

### Conditionally Formatting Data

By applying conditional formatting to your data, you can quickly identify variances in a range of values with a quick glance.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2	Avg High	40	38	44	46	51	56	67	72	70	59	45	41
3	Avg Low	34	33	38	41	45	48	51	55	54	45	41	38
4	Record High	61	69	79	83	95	97	100	101	94	87	72	66
5	Record Low	0	2	9	24	28	32	36	39	35	21	12	4

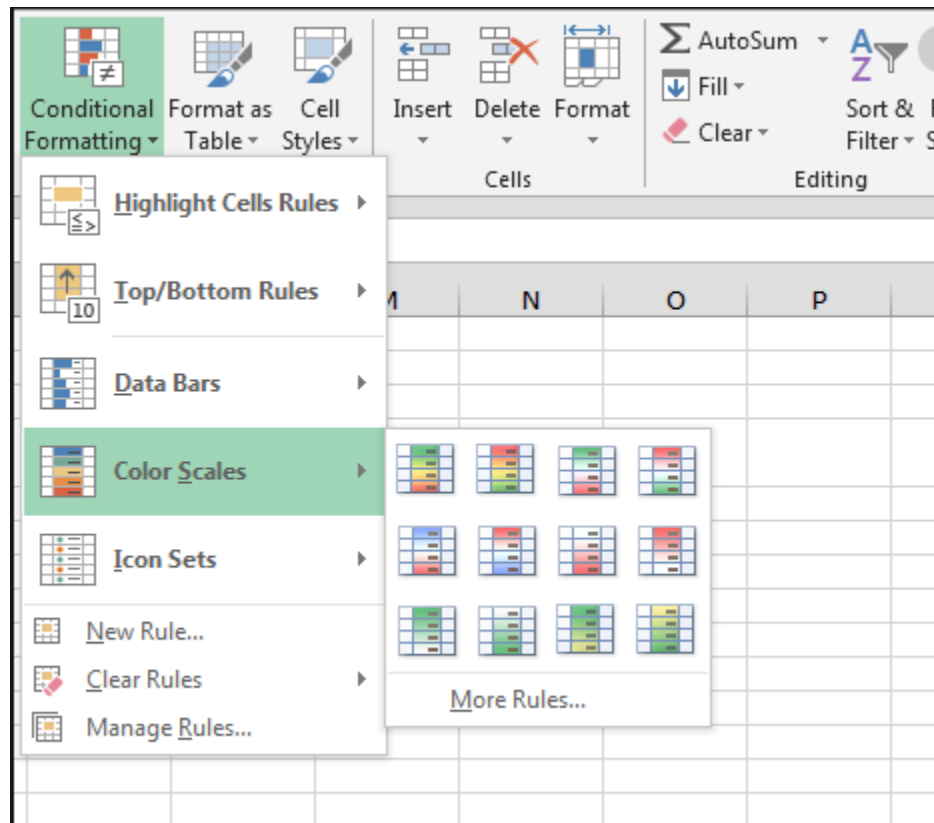
This graphic shows temperature data with conditional formatting that uses a color scale to differentiate high, medium, and low values. The following procedure uses that data.

- **Select the data that you want to conditionally format**

	A	B	C	D	E	F	G	H	I	J	K	L	M
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3	Avg Low	34	33	38	41	45	48	51	55	54	45	41	38
4	Record High	61	69	79	83	95	97	100	101	94	87	72	66
5	Record Low	0	2	9	24	28	32	36	39	35	21	12	4

#### Apply the conditional formatting

On the **Home** tab, in the **Styles** group, click the arrow next to **Conditional Formatting**, and then click **Color Scales**



However over the color scale icons to see a preview of the data with conditional formatting applied. In a three-color scale, the top color represents higher values, the middle color represents medium values, and the bottom color represents lower values. This example uses the Red-Yellow-Green color scale.

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**✍ Do Practical Assignment No. - 1**