Using Conditional Formatting in Excel

get the data file at: http://dsc.gmu.edu/files/titanic.csv

A. Highlight Duplicate Values

- 1. Click the "B" header to select the "name" column
- 2. In Conditional Formatting, on the Home tab, choose "Highlight Cells Rules" then "Duplicate Values..."

Duplicate Values	? ×
Format cells that contain	
Duplicate values with	Light Red Fill with Dark Red Text 🗸
	OK Cancel

B. Show Magnitude

then click OK

3. Change options as desired,

- 1. Click the "L" header to select the "fare" column
- 2. In Conditional Formatting, choose "Color Scales" then choose the Red-White gradient with Red at the top

Data Bars	►	·	L	IVI
			_	
Color Scales	•			
Icon Sets	Þ			
<u>N</u> ew Rule				

C. Code Categories

- 1. Click the "J" header to select the "pclass" column
- 2. In Conditional Formatting, choose "New Rule"
- 3. In the lower half, choose Icon Sets, then click "Reverse Icon Order".

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4. Click OK

Edit the Rule Description:							
Format all cells based on their values:							
Icon Sets Reverse Icon Order							
Icon Style:							
Display each icon according to these rules:							
_	Value	Туре					
when value is	>= 🗸 67	Percent 🗸					
when < 67 and	>= 🗸 33	Percent 🧹					
when < 33							
	ption: based on their value con Sets according to these rules when value is when < 67 and when < 33	ption: is based on their values: con Sets Reverse I con Order Show I con Only according to these rules: when value is Subscript{intervalue}{} when < 67 and when < 33					

D. Create your own rule

- 1. Click in cell B3, then press Shift-Ctrl-Spacebar to select the dataset.
- 2. In Conditional Formatting, choose "New Rule"

	А		В		С		
1	id	Ŧ	name	Ŧ	survived	Ŧ	ag
2		1	Abbing	, N		0	
3		2	Abbott	, M		0	
4		3	Abbott	, M		0	
5		4	Abbott	, M		1	
6		5	Abelse	th,		1	

- 3. In "Select a Rule Type:" choose "Use a formula to determine which cells to format"
- 4. In "Format values where this formula is true:", type: G because column G has "survived" = \$G3 = 0 3 because the cell you selected is in row 3
- Click the "Format..." button and choose a Font Color of Red and a Font Style of Bold.
- 6. Click OK twice to apply the formatting.



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