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…"

3. Change options as desired, then click OK
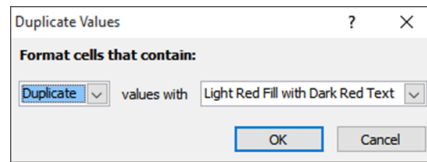
B. Show Magnitude

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
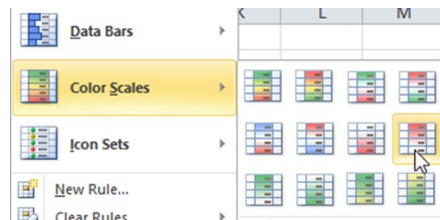
C. Code Categories

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".

4. Click OK
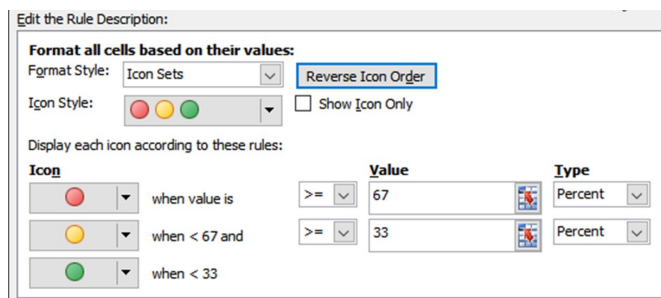
D. Create your own rule

1. Click in cell **B3**, then press Shift-Ctrl-Spacebar to select the dataset.

2. In Conditional Formatting, choose "New Rule"

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:
   = $G3 = 0   **G** because column G has "survived"
   3 because the cell you selected is in row 3

5. 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.