

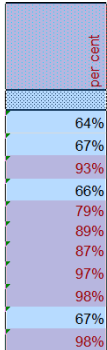
Tip of the Day

Excel Conditional formatting

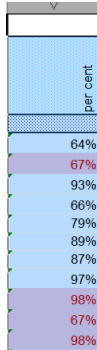
Conditional Formatting

Conditional Formatting allows you to go into your excel file and get visual references from your data. You can see the top 25% of your data, the duplicates that might exist, data bars that give your data a visual comparison, also warning lights to inform you of low totals.

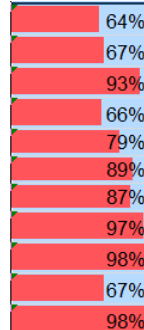
Top 25%



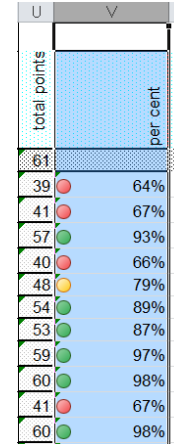
Duplicates



Data Bars



Icon lights



1. In Excel go to Home Tab
2. Choose the columns or rows to be formatted
3. Slide over to Conditional Formatting Group
4. Choose type of Format you want.
5. When finished you can turn off format back on the Conditional Formatting button.

[Watch Video Here](#)