

Apply conditional formatting to quickly analyze data


It can be hard to get a lot of meaning out of numbers in a worksheet. But Excel provides a bunch of ways to quickly analyze your data using conditional formatting. For example, you can use a color scale to differentiate high, medium, and low temperature values.


| | 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 |

Here's how you can quickly apply this type of formatting:

1. Start by selecting your data. The **Quick Analysis** button appears on the lower-right corner of the selection.

| Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| 40 | 38 | 44 | 46 | 51 | 56 | 67 | 72 | 70 | 59 | 45 | 41 |
| 34 | 33 | 38 | 41 | 45 | 48 | 51 | 55 | 54 | 45 | 41 | 38 |
| 61 | 69 | 79 | 83 | 95 | 97 | 100 | 101 | 94 | 87 | 72 | 66 |
| 0 | 2 | 9 | 24 | 28 | 32 | 36 | 39 | 35 | 21 | 12 | 4 |



2. Click the **Quick Analysis** button , or press Ctrl+Q.
3. On the **Formatting** tab, move your mouse over the different options to see a Live Preview on your data, and then pick the formatting you like best.

