

## Overview

This standard is about applying conditional formatting to visualise datasets in spreadsheets.

This involves using formatting to visually explore and analyse data, detect critical issues, and identify patterns and trends using cell colours applied based on conditional rules. This includes setting rules to highlight interesting cells or ranges of cells, emphasise unusual values, and visualise the data by using colour scales and icon sets that correspond to specific variations in the data.

This standard is for those who need to apply conditional formatting to visualise data using industry standard spreadsheet software to meet their own needs or as part of their duties.

## Performance criteria

*You must be able to:*

1.  
Identify the dataset to be studied and formatting requirements to visualise data with stakeholders
2.  
Specify rules to change the appearance of data in line with organisational requirements
3.  
Apply specified rules to selected dataset to visualise data in line with conditions required
4.  
Format data using graduated colour scales or icons to visualise changes in data values and to indicate the trend of individual data values in line with requirements
5.  
Save updated formatted spreadsheet data in line with organisational procedures

## Knowledge and understanding

*You need to know and understand:*

1. What is meant by conditional formatting to highlight data
2. What data is to be processed using conditional formatting
3. How to create conditional rules to select required data
4. The steps required to apply conditional formatting rules to data sets
5. How to select the data visualisation colour grading required to highlight required values in data
6. How to select icons as additional indicators of data trend
7. The steps required to apply icons as trend indicators for data
8. What is meant by data visualisation
9. The role of conditional formatting in visualising interesting data values or ranges of data in a dataset
10. How to apply conditional formatting and icon trend indicators to assist in data visualisation
11. The need to save new versions of formatted spreadsheet data
12. What problems can arise with conditional formatting of data and how to resolve them
13. The sources of help when applying conditional formatting to data

Apply conditional formatting to visualise data

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