



## **Module 14 : Create Visual In-cell Indicators with Icon Sets**

### **14.1 Create Visual In-cell Indicators with Icon Sets**

**If you have a single numerical data set that you wish to have a visual indicator for, but don't necessarily need a chart, in-cell indicators can be used.**

When using icons as an in-cell visual indicator, as well as any inputted data, a cell will also contain an icon that has been set to display a visual representation of the data within the cell.

For example, we can have three cells containing the data 12, 51 and 95, and we set our icons to display a green colour when the numerical data is below 50, an amber icon when between 51 and 75 and a red icon to appear when 76 and above appears in a cell. So if any of our data changes we know that we are within the green, amber or red zones. To use this effect, you will need to use Conditional Formatting with the Icons option.

To apply Visual In-cell Indicators with Icon Sets: Select your data, go to Conditional Formatting, then choose Icon Sets. Once you have chosen your Icon Sets, you can edit the formatting of the data by going to Conditional Formatting and choosing Manage Rules, then click on Edit Rules and you can format the cells based on certain conditions.

To delete, go to Conditional Formatting, select Clear Rules, Clear Rules from Selected Cells.

### **14.2 Video Instruction**

**How to Create Visual In-cell Indicators with Icon sets - 1m 56s**

## 14.3 Task

*Estimated Time: 10 minutes*

Download the worksheet that accompanies this video by clicking below. Once downloaded, follow the video above and you will see how to Create Visual In-cell Indicators with Icon Sets.

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