Conditional formatting in Microsoft Excel

Column C – shows shortest bar for zero, longest for 20.
Select the cell range C3:C12.
Choose Conditional formatting > Data bars > More Rules.
Change Shortest Bar > Type to Number and enter 0 into Value.
Change Longest Bar > Type to Number and enter 20 into Value.
Click OK.

Column D – highlights all scores greater than 11.
Select the cell range D3:D12.
Choose Conditional formatting > Highlight Cells Rules > Greater than.
Enter 11 into the field.
Change Light Red Fill... to Custom Format...
Click the Fill tab and choose green.
Click OK.

Column E – highlights top 20% and bottom 20%.
Select the cell range E3:E12.
Choose Conditional formatting > Top/BottomRules > More Rules.
Enter 20 into the Top field.
Check % of the selected range.
Click Format, choose a fill colour and font colour.
Click OK.
Repeat the steps, this time changing the Top field to Bottom.

Find Conditional Formatting on the Home tab, in the Styles group.