

“What are Excel Icon Sets and how are they used?”

Authored by
stats writer

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RECOMMENDED CITATION

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Excel Icon Sets are a visual tool used in Microsoft Excel to quickly and easily identify data trends and patterns. They consist of a set of icons, such as arrows, bars, or symbols, that represent different values or conditions within a data set. These sets are applied to cells based on predefined criteria, allowing users to visually distinguish between data points and make more informed decisions. Icon Sets are often used to highlight top or bottom values, identify variances, or track progress towards a goal. They provide a quick and intuitive way to analyze and understand data, making them a valuable tool for data analysis and decision-making in Excel.

Excel Icon Sets

Icon Sets

Icon Sets are premade types of conditional formatting in Excel used to add icons to cells in a range to indicate how large the cell values are compared to the other values in the range.

Note: Icon Sets can be used together with other conditional formatting rules.

Icon Sets Options

Excel has a number of different icon sets, organized as:

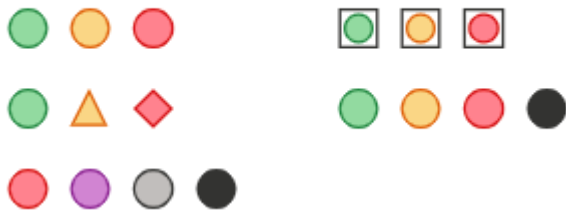
Directional

Directional



Shapes

Shapes



Indicators

Indicators



Ratings

Ratings



Icon Set Formatting Example

Add icons to the Speed values of each Pokemon with **Icon Set** conditional formatting.

	A	B	C	D
1	Name	Type 1	Speed	
2	Bulbasaur	Grass	45	
3	Ivysaur	Grass	60	
4	Venusaur	Grass	80	
5	Charmander	Fire	65	
6	Charmeleon	Fire	80	
7	Charizard	Fire	100	
8	Squirtle	Water	43	
9	Wartortle	Water	58	
10	Blastoise	Water	78	
11				

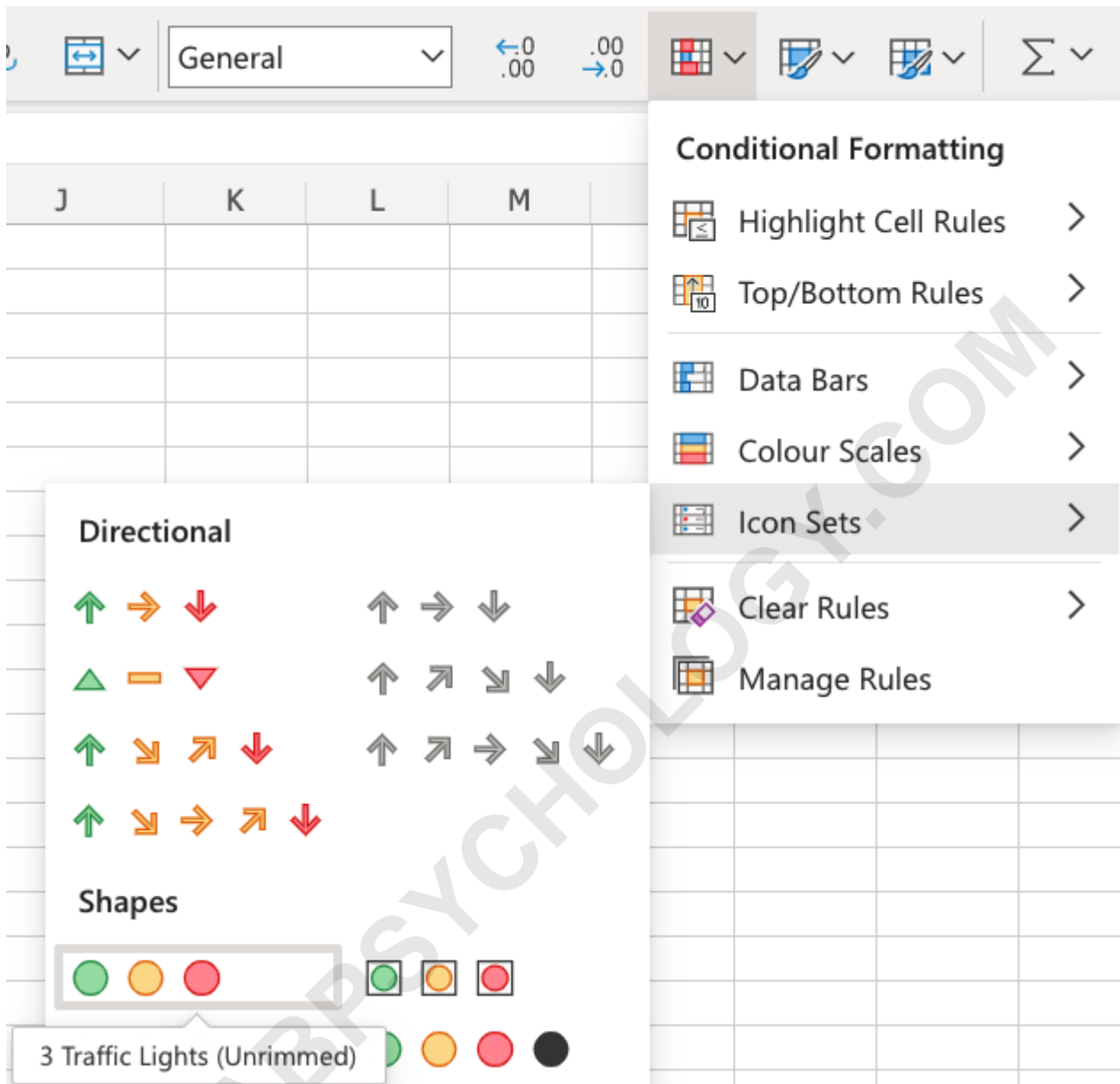
Icon Sets, step by step:

Select the range of Speed values C2:C10










	A	B	C	D
1	Name	Type 1	Speed	
2	Bulbasaur	Grass	45	
3	Ivysaur	Grass	60	
4	Venusaur	Grass	80	
5	Charmander	Fire	65	
6	Charmeleon	Fire	80	
7	Charizard	Fire	100	
8	Squirtle	Water	43	
9	Wartortle	Water	58	
10	Blastoise	Water	78	
11				



Click on the Conditional Formatting icon in the ribbon, from the **Home** menu. Select **Icon Sets** from the drop-down menu. Click on the "3 Traffic Lights (Unrimmed)" option.



Now, the Speed value cells will have icons indicating how large the values are compared to the other values in the range:

	A	B	C	D
1	Name	Type 1	Speed	
2	Bulbasaur	Grass	 45	
3	Ivysaur	Grass	 60	
4	Venusaur	Grass	 80	
5	Charmander	Fire	 65	
6	Charmeleon	Fire	 80	
7	Charizard	Fire	 100	
8	Squirtle	Water	 43	
9	Wartortle	Water	 58	
10	Blastoise	Water	 78	
11				

The green traffic light is used for the highest values, yellow for the middle values, and red for the lowest values.

Excel automatically calculates and chooses which values get which colored traffic light icon.

Note: You can remove the Highlight Cell Rules with Manage Rules.

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