

Need to find the top 10 or top 10% of items in your list?

Need to find the top 10 or top 10% (or 3% or 15%) of items in your list? Try Conditional Formatting using Top & Bottom Rules in Excel.

Select the range of cells in the column you wish to evaluate. On the Home tab, Styles group, click Conditional Formatting. Hover over Top/Bottom Rules and choose Top 10 Items or Top 10%. You can change the 10 on the next dialog box. On that same dialog box, you can also change how you wish the selected cells to appear. If you don't like the presets, choose Custom Format.