



Microsoft

Excel 365 ADVANCED X

CONDITIONAL FORMATS

- **Conditional format:** Formatting that changes based on the value in the cell, unlike traditional formats.

Your rules can:

- Reflect whether values are above or below a specific threshold
- Indicate how large a value is when compared to other values to which the same rule is applied
- Identify the smallest and largest values in the selected range

Display the Conditional Formatting list:

- Select the appropriate cells.
- Go to the **Styles** group on the **Home** tab.



Click Conditional Formatting:

HIGHLIGHTING RULES

Create a cell-highlighting rule:

- Display the **Conditional Formatting** list.
- Point to **Highlight Cells Rules** and then click the type of rule you want to create.
- Go to the dialog box that appears.
 - Define a rule to specify when Excel should apply the format.
 - Click the list box's down arrow and click a predefined format.

OR

- Click **Custom Format**
- Go to the **Format Cells** dialog box.
- Define the format.
- Click **OK**.
- Click **OK**.

Create a top or bottom rule:

- Display the **Conditional Formatting** list.
- Point to **Top/Bottom Rules**.
- Click the type of rule you want to create.
- Go to the dialog box.
- Create the rule to specify when Excel should apply the format.
 - Click the list box's down arrow and click a predefined format.

OR

- Click **Custom Format**
- Go to the **Format Cells** dialog box.
- Define the format.
- Click **OK**.
- Click **OK**.

Highlight unique or duplicate values in a range:

- Display the **Conditional Formatting** list.
- Point to **Highlight Cells Rules**.
- Click **Duplicate Values**.
- Go to the **Duplicate Values** dialog box.
 - Click the **Format cells that contain list box's** down arrow.
 - Click **Duplicate** or **Unique**.
 - Click the list box's down arrow and click a predefined format.

OR

- Click **Custom Format**, use the controls in the **Format Cells** dialog box to define the format, and then click **OK** twice.

DATA BAR, COLOR SCALE & ICON SET FORMATS

Data Bars

Comparing two numbers in an Excel worksheet is easy, but it's difficult to compare multiple numbers with a quick glance.

- **Data bar conditional format:** Formatting that displays a color bar in the background of a cell so you can quickly compare the relative magnitude of values in a list.
- The length of the data bar represents the size of that cell's value in relation to the other cells to which you applied the conditional format.

Create a data bar conditional format:

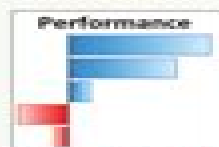
- Display the **Conditional Formatting** list.
- Point to **Data Bars**.
- Click the format you want to apply.

Types of Data Bars

- **Gradient Fill format:**
 - Gradually change from a solid fill at the left edge of the cell to white as the data bar goes across the cell
 - Were introduced in Excel 2007
- **Solid Fill format:**
 - Remain a solid color for the entire length of the data bar
 - Were added to Excel 2010 after user feedback indicated Gradient Fill data bars were hard to interpret.

Year	Sales
2019	\$ 1,300,000
2020	\$ 2,900,000
2021	\$ 1,850,000

Solid Fill Data Bar



Gradient Fill Data Bar

Show a data bar without showing the cell's contents:

- Display the **Conditional Formatting** list.
- Point to **Data Bars**.
- Click **More Rules**.
- Go to the **New Formatting Rule** dialog box.
- Check the **Show Bar Only** box.
- Click **OK**.

Show negative values using a data bar:

- Display the **Conditional Formatting** list.
- Point to **Data Bars**.
- Click **More Rules**.
- Go to the **New Formatting Rule** dialog box.
- Click the **Negative Value and Axis** button.

- Go to the **Negative Value and Axis Settings** dialog box.
- Click the **Fill Color** button and select a fill color for negative values.

OR

- Select the **Apply same fill color as positive bar** option.
- In the **Axis** settings section of the dialog box, select any of these options to position the axis separating positive and negative values:
 - **Automatic** (display at variable position based on negative values)
 - **Cell midpoint**
 - **None** (show negative values in the same direction as positive)
- Click the **Axis color** button and select a color for the axis.
- Click **OK** twice to close the dialog boxes.

Color Scales

Color scales use gradually changing colors, called **gradients**, to represent changes in cell values.

EX: A color scale that displays cells with small values in white and larger values in red would fill the background of the cell that contains the smallest value with a pure white background and add bits of red to represent larger values. The cell that contains the largest value in the range would have a background of pure red.

Create a color scale conditional format:

- Display the **Conditional Formatting** list.
- Point to **Color Scales**.
- Click the format you want to apply.

NOTE: You can select two-color or three-color **Color Scales**. If your data falls into two distinct ranges, use a **two-color scale**. If your data falls into three distinct ranges, such as poor, fair, and good performance, use a **three-color scale**.

Hour	Station 1	Station 2	Station 3	Station 4
1	13	52	89	79
2	58	74	37	32
3	9	14	84	15
4	8	31	43	52
5	72	60	52	89

Two-Color Color Scale

Base color scales on specific minimum & maximum values:

- Display the **Conditional Formatting** list.
- Point to **Color Scales**.
- Click **More Rules**.
- Go to the **New Formatting Rule** dialog box.
- Click the **Minimum column's Type** list box's down arrow.
- Click **Number**.
- Go to the **Minimum column's Value** box.
- Enter a minimum scale value.
- Click the **Maximum column's Type** list box's down arrow.
- Click **Number**.

- Go to the **Maximum column's Value** box.
- Enter a maximum scale value.

Click OK

NOTE: Any values below the minimum you set will be formatted as if they were the minimum value. Excel treats values larger than the maximum you set in a similar way.

- Display the **Conditional Formatting** list.
- Point to **Color Scales**.
- Click **More Rules**.
- Go to the **New Formatting Rule** dialog box.
- Click the **Minimum column's Color** control's down arrow.
- Click the color you want to apply.
- Click the **Maximum column's Color** control's down arrow.
- Click the color you want to apply.
- Click **OK**.

Icon Sets

- **Icon sets:** Collections of small graphics, or icons, that visually represent how the contents of a worksheet cell compare to a set of criteria you define.
- Quick visual summaries are perfect for dashboards and worksheets that summarize an organization's operational data in relation to metrics established by the organization.
 - Most dashboards use a variation of green, yellow, and red traffic lights to indicate good, fair, and poor performance.

Create an icon set conditional format:

- Display the **Conditional Formatting** list.
- Point to **Icon Sets**.
- Click the format you want to apply.

Month	On-Time %
January	83
February	72
March	94
April	70

Three-Indicator Icon Set

Apply icons by number instead of percent:

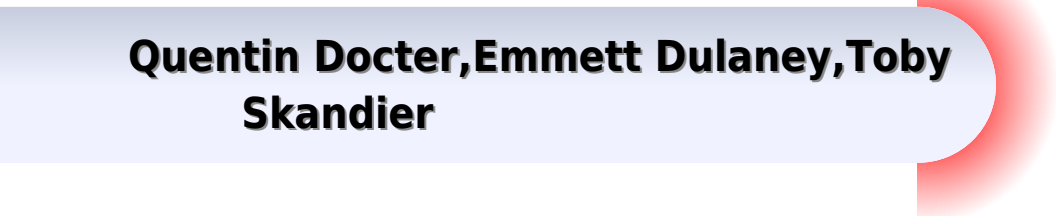
- Display the **Conditional Formatting** list.
- Point to **Icon Sets**.
- Click **More Rules**.
- Go to the **New Formatting Rule** dialog box.
- Click the first **Type** list box's down arrow.
- Click **Number**.

NOTE: You should change the rule type first when creating or editing an icon set rule where Excel compares values to a number rather than a percent of the value. If you change the **Value** and comparison operators and then change the type to **Number**, Excel will reset the comparison operator and contents of the **Value** box.

- Click the first comparison operator list box's down arrow.
- Select the operator to use in the comparison.

Microsoft Excel Full Study Guide

Quentin Docter, Emmett Dulaney, Toby Skandier



Microsoft Excel Full Study Guide:

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Information Technology Ingrid Koreneff,Kerry Sims-McLean,2005

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The Primary ICT & E-learning Co-ordinator's Manual James Wright,2007-05-23 This book is absolutely wonderful It will be my new Bible I have used it loads already in preparation for my ICT Mark assessment Taking on the role of ICT co ordinator can be quite a daunting task but this step by step guide breaking things down into manageable chunks will be very supportive I love the blogging idea the comments made by the characters are very realistic This is just what new co ordinators need I wish I d had this when I took over co ordination of ICT Christine Beedham Primary ICT adviser Warrington Every primary school has the daunting task of

embedding ICT and e learning into their curriculum This practical manual is the first part of a two volume set that together makes up a detailed two year training programme for primary ICT and e learning co ordinators The books combine key strategies and information with a weblog discussion from a group of virtual co ordinators who share their problems fears and successes over the two year programme based on the author s wide experience of working with new co ordinators and experienced staff on training programmes and in general support Book 1 is designed specifically for co ordinators new to the role who need starting points and broad support It presents a structured training programme split over three terms guiding co ordinators through the key stages of developing and implementing ICT policy and practice including o auditing existing school systems o reviewing and revising the school policy for ICT o reviewing the ways in which ICT is used as a teaching and learning tool across the curriculum o examining methods for the management of technical support services o establishing a clear overview of standards in ICT including a review of assessment procedures moderating work monitoring teaching and learning and creating E Portfolios The books have a companion website which will offer downloadable versions of the photocopiable sheets from the book as well as links to other sources of help and advice **PC Mag** ,1998-10-06 PCMag com is a leading authority on technology delivering Labs based independent reviews of the latest products and services Our expert industry analysis and practical solutions help you make better buying decisions and get more from technology

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Essentials of Business Statistics Ken Black,Kenneth Urban Black,Ignacio Castillo,Amy Goldlist,Timothy Edmunds,2018-03

Introductory Statistics for the Behavioral Sciences Joan Welkowitz,Barry H. Cohen,Robert B. Ewen,2010-06-08 A comprehensive and user friendly introduction to statistics now revised and updated Introductory Statistics for the Behavioral Sciences has had a long and successful history and is a popular and well respected statistics text Now in its sixth edition the text has been thoroughly revised to present all the topics students in the behavioral sciences need in a uniquely accessible format that aids in the comprehension and implementation of the statistical analyses most commonly used in the behavioral sciences Using a continuous narrative that explains statistics and tracks a common data set throughout the authors have developed an innovative approach that makes the material unintimidating and memorable providing a framework that connects all of the topics in the text and allows for easy comparison of different statistical analyses New features in this Sixth Edition include Different aspects of a common data set are used to illustrate the various statistical methods throughout the text with an emphasis on drawing connections between seemingly disparate statistical procedures and formulas Computer exercises based on the same large data set and relevant to that chapter s content The data set can be analyzed by any available statistical software New Bridge to SPSS sections at the end of each chapter explain for those using this very popular statistical package how to perform that chapter s statistical procedures by computer and how to translate the output from SPSS New chapters on multiple comparisons and repeated measures ANOVA

Study Material & Question Bank YCT Expert Team , UPSC EPFO APFC Study Material Question Bank [ACCA Paper F2 - Management Accounting Study Text](#) BPP Learning Media,2009-07-01 This Study Text has been reviewed by the examiner and concentrates on the key areas of the syllabus taking into account the examiner s guidance on how topics will be examined The Study Text has a step by step approach to topics and lots of exercises in which you can practise the calculations We provide a detailed chapter on spreadsheets and a basic maths appendix for those who need some revision in that area **On the Line** Anshuman Khare,Deborah Hurst,2017-09-13 This book presents different perspectives of online business education how it is designed delivered and how it supports advances in management disciplines The authors describe online platforms in their provision of timely excellent and relevant business education The book starts by examining the emergence of online business education It offers insights for use to business educators in design and implementation of online learning It presents and discusses

technologies for class facilitation and collaboration including tools used to bring content and issues to life Disruptive approaches and new directions in online business education are examined The book is ideal for business educators administrators as well as business practitioners that have an interest in delivering high quality business education using online platforms and tools On the Line Business Education in the Digital Age is divided into three sections Section 1 presents papers on why business education is viable and sustainable in today s context Treating education as a service this section describes new techniques for creating a better online business education experience It also looks at the role advanced data analytics can play in enhancing the quality of online business education Section 2 delves into how online business education works It presents conceptual models for teaching in specific disciplines learning design that describes what business educators do and how programs work This section also addresses performance assessments and quality assurance measures that help to demonstrate the efficacy of online pedagogy Practical applied papers are used in this section to highlight the use of learning platforms tools and their application specific to businesses that build knowledge and skills and make students work ready Finally Section 3 of the book addresses the so what or the outcomes and impacts of online business education This section targets where business education needs to take learning next for example to support sustainable business ethical decision making and inclusive and collaborative leadership Chapters deal with topics such as how distributed online environments may work better to support knowledge and soft skill building directly relevant for organizations today Other learning outcomes showing the value of online business education are discussed Academics alumni and consultants from over fifteen institutions and organizations around the world contributed to this book

The Top Books of the Year Microsoft Excel Full Study Guide The year 2023 has witnessed a remarkable surge in literary brilliance, with numerous compelling novels captivating the hearts of readers worldwide. Lets delve into the realm of top-selling books, exploring the fascinating narratives that have charmed audiences this year. The Must-Read : Colleen Hoover's "It Ends with Us" This heartfelt tale of love, loss, and resilience has captivated readers with its raw and emotional exploration of domestic abuse. Hoover skillfully weaves a story of hope and healing, reminding us that even in the darkest of times, the human spirit can prevail. Uncover the Best : Taylor Jenkins Reids "The Seven Husbands of Evelyn Hugo" This captivating historical fiction novel unravels the life of Evelyn Hugo, a Hollywood icon who defies expectations and societal norms to pursue her dreams. Reids compelling storytelling and compelling characters transport readers to a bygone era, immersing them in a world of glamour, ambition, and self-discovery. Microsoft Excel Full Study Guide : Delia Owens "Where the Crawdads Sing" This evocative coming-of-age story follows Kya Clark, a young woman who grows up alone in the marshes of North Carolina. Owens spins a tale of resilience, survival, and the transformative power of nature, captivating readers with its evocative prose and mesmerizing setting. These bestselling novels represent just a fraction of the literary treasures that have emerged in 2023. Whether you seek tales of romance, adventure, or personal growth, the world of literature offers an abundance of captivating stories waiting to be discovered. The novel begins with Richard Papen, a bright but troubled young man, arriving at Hampden College. Richard is immediately drawn to the group of students who call themselves the Classics Club. The club is led by Henry Winter, a brilliant and charismatic young man. Henry is obsessed with Greek mythology and philosophy, and he quickly draws Richard into his world. The other members of the Classics Club are equally as fascinating. Bunny Corcoran is a wealthy and spoiled young man who is always looking for a good time. Charles Tavis is a quiet and reserved young man who is deeply in love with Henry. Camilla Macaulay is a beautiful and intelligent young woman who is drawn to the power and danger of the Classics Club. The students are all deeply in love with Morrow, and they are willing to do anything to please him. Morrow is a complex and mysterious figure, and he seems to be manipulating the students for his own purposes. As the students become more involved with Morrow, they begin to commit increasingly dangerous acts. The Secret History is a brilliant and thrilling novel that will keep you guessing until the very end. The novel is a cautionary tale about the dangers of obsession and the power of evil.

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