

Microsoft EXCE 365 ADVANCED X

CONDITIONAL FORMATS

- · Conditional formats: Formatting that changes based on the value in the cell, sandsky traditional formats.
- Womer realizes council
 - below a specific threshold
 - Indicate how large a value is when compured to other values to which the same make in appointed.
 - Idontify the smallest and largest values. in the selected sames

Display the Conditional Formatting Birett:

- Select the appropriate cells.
- Go to the Styles group on the Home tab.
- Click Conditional Formation

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 produtional format

- Click Contour Format
- Go to the Format Colls dialog box.
- Define the format
- Chick O.C.
- Click OK

Create a top or bottom rule:

- Display the Conditional Formatting list.
- · Point to EspeRietten 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 been's down arrow and click a prodefined format.

- Click Contons Format
- Go to the Format Cells dialog box
- Define the format.
- Click OX
- A THE ASS.

Highlight unique or duplicate valuses lim a manager.

- Display the Conditional Formatting list.
- Point to Highlight Cells Rules.
- Chick Displicate Fishers.
- Go to the Displicate Falses dialog box.
 - Click the Format cells that contain list. become a discussion increases.
 - Click Dupdicete or Unique.
 - · Click the list box's down arrow and click a prodefined format.

 Click Custom Formet, use the controls in: the Former Cells dialog box to define the format, and then click OK twice.

DATA BAR, COLOR SCALE & ICON SET FORMATS

Data Bars

Reflect whether values are above or. Comparing two numbers in an Excel workmultiple numbers with a quick plance.

- 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 bor 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 Cornoas:

- Displaye the Conditional Formatting list.
- Project to Desta Black.
- · Click the format you want to apply.

Types of Data Bars

· Cradical FIR formats:

- Gradually change from a solid fill at the left odge of the cell to white as the data but given across the cell-
- Where introduced in Fixed 2007.
- · Nothink Fill Companies:
- Remain a solid color for the entire length
- Were added to Facul 2010 after user foodback indicated Gradient Fill data bars wome hand to interpret



Sedid Fill Date Bar



Gradient Fill Data Ban

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

- Display the Conditional Formatting list.
- Project to Dunte Masse.
- Click More Rules.
- Go to the New Formatting Rule dialog box.
- · Check the Show Bar Goly box.
- Click OK.

Show negative values using a data

- · Display the Conditional Formatting list.
- Project to Desta Black.
- Clinic Morro Bulleti.
- . Go to the New Formatting Rule dialog box.
- Click the Negative Fisher and April botton.
 Click Number.

- Go to the Negative False and Asia Settings.
 Go to the Maximum column's False box.
- Click the Fill Color button and select a fill. color for negative values.

- sheet is easy, but it's difficult to compare . Select the Apply name fill color as positive Brane conditions
 - In the Axis settings section of the dialog box, select any of these options to position . Point to Color Scales. the axis separating positive and negative . Click More Rules.
 - .thetematic (display at variable position based on negative values).
 - Cariff maildgeories
 - Name (above negative values in the same direction as positive)
 - · Click the Axis color button and select a problem from their archiv-
 - · Click OE twice to alone the dialog boxes.

Color Scales

Color scales use gradually changing colors, called gradients, to represent changes in cell-

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 vadue with a pure white background and add bits of red to represent larger values. The cell that contains the largest vialue in the range would have a background of pure red.

Create a color scale conditional Common to

- · Display the Conditional Formatting list.
- Posint to Color Scoles.
- Click the format you want to apply:

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

THURSDAY.		Market L.	Station 2	Shadowell -	Madesonia
	16	27	100	Control of the last	200
	10	340	74	1907	100
	36		3.0	100	100
	46		311	40	5.0
	20	TW.	100	6.0	

Two-Color Color Scule

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 being to discount acresses.
- C'Sich Nisselber
- · Go to the Minimum column's Falsy box.
- Enter a minimum scale value.
- · Click the Maximum column's Fige list book's dorsen arrows.

- Einter a maximum scale value.
- * ACTIONS CARL

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

- . Display the Conditional Formatting list.

- Go to the New Formatting Rule dialog box.
- . Click the Minimum column's Color contriolly dones arrests
- Click the color you want to apple.
- Click the Maximum column's Color controil's down amore.
- Click the color you want to apply.

Click OK.

Long Sets

- · Icon sets: Collections of small graphics, or icons, that visually represent how the contents of a worlosheet cell compare to a not of criteria you define.
- Quick visual summaries are perfect for dashboards and worksheets that summarice an organization's operational data in relation to metrics established by the erganization.
- Most daubboards use a variation of green, yellow, and rod traffic lights to indicate good, fair, and poor performance

Create an icon set conditional Comment

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

Month	On-T	ione %
January		83
Feibruary		72
March		94
Ameril		70

Three-Indicator Icon Set.

Apply icons by number instead of personnt:

- Display the Conditional Formatting list.
- Point to Lean Sets.
- Click Moor Radge. 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 nother than a percent of the value. If you change the Fisher and comparison operators and then change the type to Namber, Excelwill never the comparison operator and contopots of the Fisher box.

- · Click the first comparison operator list book's down agrees.
- Select the operator to use in the comparison.

Microsoft Excel Full Study Guide

Daniela Niemeyer

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skills required to become a successful systems support professional progressing onto more advanced certifications and career success The Sybex CompTIA IT Fundamentals Study Guide covers 100% of the exam objectives in clear and concise language and provides you authoritatively with all you need to know to succeed in the exam Along with gaining preventative maintenance skills you will also develop the tools to complete troubleshooting and fault resolution and resolve common issues experienced by the majority of computer systems The exam focuses on the essential IT skills and knowledge needed to perform tasks commonly performed by advanced end users and entry level IT professionals alike including Identifying and explaining computer components Setting up a workstation including conducting software installations Establishing network connectivity Identifying compatibility issues and identifying and preventing security risks Managing the safety and preventative maintenance of computers Practical examples exam highlights and review questions provide real world applications and uses The book includes Sybex s interactive online learning environment and test bank with an assessment test chapter tests flashcards and a practice exam Our study tools can help you prepare for taking the IC3: Internet and Computing Core Certification Global exam and increase your chances of passing the exam the first time Standard 4 Study Guide Ciprian Adrian Rusen, 2015-04-23 Hands on IC3 prep with expert instruction and loads of tools IC3 Internet and Computing Core Certification Global Standard 4 Study Guide is the ideal all in one resource for those preparing to take the exam for the internationally recognized IT computing fundamentals credential Designed to help candidates pinpoint weak areas while there s still time to brush up this book provides one hundred percent coverage of the exam objectives for all three modules of the IC3 GS4 exam Readers will find clear concise information hands 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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 coordinators 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 Wiley CPA Examination Review, Outlines and Study Guides Patrick R. Delaney, O. Ray Whittington, 2009-06-02 Everything today's CPA candidates need to pass the CPA exam Published annually this comprehensive two volume paperback reviews all four parts of the CPA exam Many of the questions are taken directly from previous CPA exams Volume I contains all study guides and outlines while Volume II contains all problem solutions With 2 700 multiple choice questions and more than 75 simulations these study guides provide all the information candidates need to master in order to pass the computerized Uniform CPA Examination O Ray Whittington PhD CPA CMA CIA Chicago IL is the Ledger Quill Director of the School of Accountancy at DePaul University and vice chair of the Auditing Standards Board of the AICPA His previous positions were the Director of the School of Accountancy at San Diego State University and the Director of Auditing Research for the American Institute of Certified Public Accountants AICPA Patrick R Delaney PhD CPA was the Arthur Andersen LLP Alumni Professor of Accountancy and Department Chair at Northern Illinois University and was author of Audit Sampling An Introduction Fifth Edition 0 471 37590 X 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 Study Guide to Managerial Ch 12-25 Brubeck, Charles T. Horngren, 2007-04-03 Wiley CPAexcel Exam Review 2015 Study Guide (January) O. Ray Whittington, 2015-01-29 I wanted to say I bought just the four books by Wiley for each CPA section and took all 4 parts of the exam in May 2009 I studied for about half a year and I PASSED ALL 4 PARTS ON THE FIRST TRY 95% REG 88% FAR 82% AUD 81% BEC I am very excited and happy that these books alone helped me pass Gabriela Adriana Mandiuc Boerne Texas All the information you need to master the computerized CPA exam

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property rights 14 Conservation environmental pollution and degradation environmental impact assessment 15 Disaster and disaster management 16 Linkages between development and spread of extremism 17 Role of external state and non state actors in creating challenges to internal security 18 Challenges to internal security through communication networks the role of media and social networking sites in internal security challenges basics of cyber security money laundering and its prevention 19 Security challenges and their management in border areas linkages of organized crime with terrorism 20 Various Security forces and agencies and their mandate Technology Economic Development Bio diversity Environment Security and Disaster Management Topic Covered 1 Challenges to Internal Security through Communication Networks 2 Money Laundering and Its Prevention 3 Role of Media and Social Networking Sites in Internal Security Challenges 4 Linkages of Organised Crime with Terrorism 5 Land reforms in India 6 Linkages between development and spread of extremism 7 Issues relating to intellectual property rights 8 Awareness in the fields of IT 9 Awareness in the fields of Computers 10 Awareness in the fields of Robotics 11 Awareness in the field of Space 12 Awareness in the fields of Bio technology 13 Awareness in the fields of nano technology 14 Conservation 15 Environmental pollution and degradation 16 Environmental impact assessment 17 Food processing and related industries in India scope and significance location upstream and downstream requirements supply chain management 18 Environmental Impact Assessment 19 Food processing and related industries in India 20 Security challenges and their management in border areas 21 Disaster Management 22 Indian Economy and issues relating to planning mobilization of resources growth development and employment 23 Major crops cropping patterns in various parts of the country 24 Different types of irrigation and irrigation systems storage 25 E technology in the aid of farmers 26 Effects of liberalization on the economy changes in industrial policy and their effects on industrial growth 27 Transport and marketing of agricultural produce and issues and related constraints 28 Inclusive growth and issues arising from it 29 Public Distribution System functioning limitations revamping 30 Issues of buffer stocks and food security 31 Economics of Animal Rearing 32 Infrastructure Energy Ports Roads Airports Railways 33 Science and Technology 34 Effects of science and technology in everyday life 35 Application of science and technology 36 Achievements of Indians in science technology 37 Developments Science and Technology 38 Indigenization of Technology and Developing New Technology 39 Role of External State and non state Actors in creating Challenges to internal Security 40 Issues related to direct and indirect farm subsidies and minimum support prices

Whispering the Strategies of Language: An Mental Journey through Microsoft Excel Full Study Guide

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