



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 &amp; 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 &amp; 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 2015 Study Guide Answers

**Michael E. Auer, Hanno Hortsch, Oliver  
Michler, Thomas Köhler**



## **Microsoft Excel 2015 Study Guide Answers:**

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this year by the University of Hertfordshire Hatfield UK on 29 30 October 2015 The Conference and Programme Co Chairs are Professor Amanda Jefferies and Dr Marija Cubric both from the University of Hertfordshire The conference will be opened with a keynote address by Professor Patrick McAndrew Director Institute of Educational Technology Open University UK with a talk on Innovating for learning designing for the future of education On the second day the keynote will be delivered by Professor John Traxler University of Wolverhampton UK on the subject of Mobile Learning No Longer Just e Learning with Mobiles ECEL provides a valuable platform for individuals to present their research findings display their work in progress and discuss conceptual advances in many different branches of e Learning At the same time it provides an important opportunity for members of the EL community to come together with peers share knowledge and exchange ideas With an initial submission of 169 abstracts after the double blind peer review process there are 86 academic papers 16 PhD Papers 5 Work in Progress papers and 1 non academic papers in these Conference Proceedings These papers reflect the truly global nature of research in the area with contributions from Algeria Australia Austria Belgium Botswana Canada Chile Coventry Czech Republic Denmark Egypt England Estonia France Germany Ireland Japan Kazakhstan New Zealand Nigeria Norway Oman Portugal Republic of Kazakhstan Romania Saudi Arabia Scotland Singapore South Africa Sweden the Czech Republic Turkey Uganda UK United Arab Emirates UK and USA Zimbabwe A selection of papers those agreed by a panel of reviewers and the editor will be published in a special conference edition of the EJEL Electronic Journal of e Learning [www.ejel.org](http://www.ejel.org)

**Skills for engineering and built environment students** John Davies, 2017-09-16 There are a lot of important skills needed for a career in engineering As well as academic skills future engineers need to be able to present data work in project teams carry out experiments problem solve and write reports This book emphasises the importance of these core skills and supports engineering students as they successfully navigate their courses and move forward into a career of ongoing development Written in a friendly and encouraging style Skills for engineering and built environment students Provides guidance on both the study and the professional practice of engineering Addresses common worries and pitfalls debunking myths and demystifying jargon Helps with milestones such as group projects presentations work placements and job interviews Supported by interviews with students lecturers young engineers and employers Skills for Engineering and Built Environment Students guides students and early career professionals through an important transition stage thoroughly preparing them for the world of work

Data and Analytics in Accounting Ann C. Dzuranin, Guido Geerts, Margarita Lenk, 2024 Data Analytics in Accounting An Integrated Approach develops an integrated data analysis and critical thinking skill set needed to be successful in the rapidly changing accounting profession Following a pattern based approach to profiling cleaning and transforming data the book helps explore data from a variety of perspectives for analytical purposes and key data relationships The text guides students to develop the professional skills they need to plan perform and communicate data analyses effectively and efficiently in the real world This international edition introduces a new feature

Data Analytics and Decision Making at the end of the book which offers students the opportunity to see how they can use data analytics to help solve realistic business problems In addition topical changes have been made in select chapters and brief exercises along with multiple choice questions have been revised in all the chapters *Data Interpretation & Data Sufficiency for CAT & Other MBA Exams 2nd Edition* Gajendra Kumar, Abhishek Banerjee,2019-06-13 The book covers all the aspects of Data Interpretation Data Sufficiency The book is divided into 7 chapters Each chapter describes the concepts related to the chapter along with numerous Solved Examples The theory portion is followed by 5 levels of exercises in each chapter 1 Concept Applicator 2 Concept Builder 3 Concept Cracker 4 Concept Deviator 5 Concept Eliminator The past questions of major exams like CAT XAT IIFT SNAP are covered in the book Oswaal One For All Olympiad Previous Years' Solved Papers, Class-8 Cyber Book (For 2023 Exam) Oswaal Editorial Board,2023-05-15 Description of the Product Crisp Revision with Concept wise Revision Notes Mind Maps 100% Exam Readiness with Previous Years Questions 2011 2022 Valuable Exam Insights with 3 Levels of Questions Level1 2 Achievers Concept Clarity with 500 Concepts 50 Concepts Videos Extensive Practice with Level 1 Level 2 Practice Papers Oswaal One For All Olympiad Previous Years' Solved Papers Class 8 (Set of 6 Books) Maths, English, Science, Reasoning, Cyber & General Knowledge (For 2024-25 Exam) ,2024-04-16 Description of the Product Crisp Revision with Concept wise Revision Notes Mind Maps 100% Exam Readiness with Previous Years Questions from all leading Olympiads like IMO NSO ISO Hindustan Olympiad Valuable Exam Insights with 3 Levels of Questions Level1 2 Achievers Concept Clarity with 500 Concepts 50 Concepts Videos Extensive Practice with Level 1 Level 2 Practice Papers *Learning Analytics in the Classroom* Jason Lodge,Jared Horvath,Linda Corrin,2018-10-03 Learning Analytics in the Classroom presents a coherent framework for the effective translation of learning analytics research for educational practice to its practical application in different education domains Highlighting the real potential of learning analytics as a way to better understand and enhance student learning and with each chapter including specific discussion about what the research means in the classroom this book provides educators and researchers alike with the tools and frameworks to effectively make sense of and use data and analytics in their everyday practice This volume is split into five sections all of which relate to the key themes in understanding learning analytics through the lens of the classroom broad theoretical perspectives understanding learning through analytics the relationship between learning design and learning analytics analytics in the classroom and the impact it can and will have on education implementing analytics and the challenges involved Bridging the gap between research theory and practice Learning Analytics in the Classroom is both a practical tool and an instructive guide for educators and a valuable addition to researchers bookshelves A team of world leading researchers and expert editors have compiled a state of the art compendium on this fascinating subject and this will be a critical resource for the evolution of this field into the future **Privacy, Trust and Social Media** Joanna Paliszkievicz,Kuanchin Chen,Jerzy Gołuchowski,2023-12-11 Trust is important it influences new technologies adoption and

learning enhances using social media new technologies IoT and blockchain and it contributes to the practical implementations of cybersecurity policy in organizations This edited research volume examines the main issues and challenges associated with privacy and trust on social media in a manner relevant to both practitioners and scholars Readers will gain knowledge across disciplines on trust and related concepts theoretical underpinnings of privacy issues and trust on social media and empirically validated trust building practice on social media Social Media Privacy Issues and Trust building aims to bring together the theory and practice of social media privacy issues and trust It offers a look at the current state of trust and privacy including a comprehensive overview of both research and practical applications It shows the latest state of knowledge on the topic and will be of interest to researchers students at an advanced level and academics in the fields of business ethics entrepreneurship management of technology and innovation marketing and information management Practitioners can also use the book as a toolbox to improve their understanding and promote opportunities related to building social media trust while taking into consideration of privacy issues *Disha Comprehensive Guide to SBI Bank PO*

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Burch, 2017-10-12 Research Methods in Applied Behavior Analysis 2nd edition is a practical text that provides the beginning researcher with a clear description of how behavior analysts conduct applied research and submit it for publication In a sequence of ten logical steps the text covers the elements of single case research design and the practices involved in organizing implementing and evaluating research studies This revision includes new material on how to critique a journal article and how to extract treatment ideas from published studies The novice researcher receives a steps for success approach that is brief useful to the point and clearly delineated

**Mobility for Smart Cities and Regional Development - Challenges for Higher Education** Michael E. Auer, Hanno Hortsch, Oliver Michler, Thomas Köhler, 2022-01-27 This book presents recent research on interactive collaborative learning We are currently witnessing a significant transformation in the development of education and especially post secondary education To face these challenges higher education has to find innovative ways to quickly respond to these new needs On the one hand there is a pressure by the new situation in regard to the COVID pandemic On the other hand the methods and organizational forms of teaching and learning at higher educational institutions have changed rapidly in recent months Scientifically based statements as well as excellent experiences best practice are absolutely necessary These were the aims connected with the 24th International Conference on Interactive Collaborative Learning ICL2021 which was held online by Technische Universität Dresden Germany on 22-24 September 2021 Since its beginning in 1998 this conference is devoted to new approaches in learning with a focus on collaborative learning in Higher Education Nowadays the ICL conferences are a forum of the exchange of relevant trends and research results as well as the presentation of practical experiences in Learning and Engineering Pedagogy In this way we try to bridge the gap between pure scientific research and the everyday work of educators This book contains papers in the fields of Teaching Best Practices Research in Engineering Pedagogy Engineering Pedagogy Education Entrepreneurship in Engineering Education Project Based Learning Virtual and Augmented Learning Immersive Learning in Healthcare and Medical Education Interested readership includes policymakers academics educators researchers in pedagogy and learning theory schoolteachers learning industry further and continuing education lecturers etc

**Technological Challenges** Carolina Machado, 2022-04-27 This book discusses and exchanges information on principles strategies models techniques methodologies and applications of technological challenges in a digital era It helps the reader to develop the skills required in the digital age and to acquire the knowledge and know how necessary to drive their organizations to success This book presents contributions that are exceptional in terms of theory and or practice in the area of human resources management technological management digital age creativity technological innovation organizational innovation business analytics and flexibility



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