



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 formats:

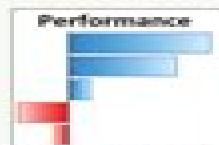
- Gradually change from a solid fill at the left edge of the cell to white as the data bar goes across the cell
- Were introduced in Excel 2007

## • Solid Fill formats:

- 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 Full Study Guide

**Zhe Xu**



## **Microsoft Excel Full Study Guide:**

Open Learning Guide for Microsoft Excel 2000 ,1999      **Study Material & Question Ban** YCT Expert Team , 2022 23  
RSSB Study Material Question Bank      *MOS 2016 Study Guide for Microsoft Excel Expert* Paul McFedries,2016-11-04 This is the eBook of the printed book and may not include any media website access codes or print supplements that may come packaged with the bound book Hone your advanced Excel 2016 skills And earn the credential that proves it Demonstrate your expertise with Microsoft Excel Designed to help you practice and prepare for Microsoft Office Specialist MOS Excel Expert 2016 certification this official Study Guide delivers In depth preparation for each MOS objective Detailed procedures to help build the skills measured by the exam Hands on tasks to practice what you ve learned Ready made practice files Sharpen the skills measured by these objectives Create and Manage Workbooks Apply Custom Formatting and Layouts Create Advanced Formulas Perform Data Analysis Create Advanced Charts and PivotTables      **MOS 2013 Study Guide for**

**Microsoft Excel** Joan Lambert,2013 A Microsoft Office Specialist MOS Expert certification validates your hands on experience and competency with an Office product at an expert level It demonstrates that you can apply the product s principal features at an advanced level can complete expert tasks independently and are ready to enter the job market

*CompTIA A+ Complete Deluxe Study Guide* Quentin Docter,Emmett Dulaney,Toby Skandier,2011-01-06 An arsenal of study aids for anyone preparing to take the CompTIA A certification exams Written by a team of industry experts this unparalleled study guide offers you a systematic approach to preparing for the CompTIA A certification and includes real world scenarios hands on exercises challenging chapter review questions plus a CD with Sybex s custom test engine to reinforce all of the concepts you learn This Deluxe Edition of the bestselling CompTIA A Study Guide features bonus practice exams flashcards and a bonus CD with more than an hour of instructional video of key hands on tasks Covering all exam objectives study guide focuses on the new best practices and places a strong emphasis on current software including Windows 7 Inside this guide you ll learn how to Identify and understand PC system components including motherboards processors memory and cooling systems Identify and understand storage devices power supplies display devices and adapters Install configure and troubleshoot desktops laptops and portable devices Install configure and troubleshoot printers Install and configure operating systems including Windows 2000 XP Vista and Windows 7 General troubleshooting theory and preventive maintenance Troubleshooting operating systems hardware printers and laptops Install configure and troubleshoot networks Set up and maintain network security Master essential operational procedures for PC technicians Communicate professionally with co workers and clients Updated Coverage Includes Windows 7 Topics Download Windows 7 supplements for your exam prep including additional review questions additional practice exam questions and an updated objectives map from sybex com Featured on the CDs Over 600 Practice questions Eight practice tests 4 for the 220 701 and 4 for 220 702 Electronic flashcards Entire book as a searchable PDF More than 1 hour of instructional videos Note CD ROM DVD and other

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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      *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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