

Microsoft EXCE 365 ADVANCED X

CONDITIONAL FORMATS

- · Conditional formats: Formatting that changes based on the value in the cell, sandske 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 P. LEWIS CO. L.

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 assessment
 - 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 bur 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 odes 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 acressors.
- 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 look Set.

Apply icons by number instead of perfected to

- 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 2certification Study Guide

Paul McFedries

Microsoft Excel 2certification Study Guide:

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prepare for the exam Designed for those already familiar with Excel this book provides detailed information about how and where to take the exam and exactly what to expect Each chapter is built on one of the five exam topics Ample study material is provided including practice examsoftware and video tutorials for every outcome in the book The author will guide you like a personal Excel coach helping you to boost your knowledge pinpoint skills you need to work on and gain the confidence to be able to pass the exam Why certification is important Microsoft Excel Certification is an easily verifiable way to showcase your willingness to learn new skills and software and it provides a myriad of other benefits as well Not only can certification enhance your Excel skills it can help you get hired boost academic performance prepare for the demands of a job open doors to career opportunities and be more productive and confident working on projects at school home or work Microsoft Office Specialist Excel Associate certification is the first step to prove your skill level and open doors to career opportunities Outline of the book This book leads you through the exam process from beginning to end The first chapter includes the exact steps to take to register for the exam and find an exam center tips on using your time wisely during the exam and an overview of Excel s user interface and important terminology The next five chapters thoroughly cover the main topics in the Microsoft Office Specialist Excel Associate exam Manage Worksheets and Workbooks Manage Data Cells and Ranges Manage Tables and Table Data Perform Operations by using Formulas and Functions and Manage Charts Short video tutorials are included for every single outcome in the book 70 in all for when you need extra help or learn best by observation Excel practice exam software included Unlike any other Excel exam manual available this book includes Excel practice exam software The final chapter focuses on the practice exam which closely mimics the format of the real exam Custom built and specially designed by SDC Publications the practice exam can be taken multiple times so you are comfortable with the test software how to mark and return to questions question format live in application steps and how the results are presented Study materials for all learning styles Custom made Practice Exam Software 70 short narrated video tutorials for every outcome in the book 70 Flashcards Exam Day Study Guide About the author Daniel John Stine AIA CSI CDT is a registered architect with over twenty years of experience in the field of architecture Throughout these years of professional practice Stine has leveraged many of the Microsoft Office products to organize and manage complex projects In addition to Microsoft Office certification study guides Stine has written multiple books on architectural design software all written using Microsoft Word and published by MCA Microsoft Office Specialist (Office 365 and Office 2019) Study Guide Eric SDC Publications Butow, 2021-04-06 MCA Microsoft Office Specialist Office 365 and Office 2019 STUDY GUIDE Your complete guide to preparing for the Microsoft Office Specialist Excel exam The MCA Microsoft Office Specialist Office 365 and Office 2019 Study Guide Excel Associate Exam MO 200 is your one stop resource for preparing you to earn the Excel Associate certification The exam measures your competencies in the fundamentals of Excel This guide starts you off with an assessment test to measure what you already know and what you still need to learn Then you move into professional

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taking the exam will find practical tips on how to locate a testing center register for the exam and get the best score possible along with study materials including practice exam software and video tutorials for every outcome in the book Whatever your reason for studying Word this manual will develop your skills bolster gaps in your knowledge and give you the confidence to get certified Why certification is important Microsoft Word Certification is an easily verifiable way to showcase your willingness to learn new skills and software and it provides a myriad of other benefits as well Not only can certification enhance your Word skills it can help you get hired boost academic performance prepare for the demands of a job open doors to career opportunities and be more productive and confident working on projects at school home or work Microsoft Word Microsoft 365 Apps and Office 2019 certification is the first step to prove your skill level and open doors to career opportunities Outline of the book The dual nature of this book helps you build a strong foundation in Word and prepares you for the exam The first chapter gets you started right away opening Word and learning about the user interface and important terminology For those interested in taking the exam it includes how to register for the exam and find an exam center tips on using your time wisely during the exam and information on scores and retaking the exam The next six chapters cover all of the topics you need to become proficient in Word and coincide with the objective domain categories in the Microsoft Word Certification Exam Manage Documents Insert and Format Text Paragraphs and Sections Manage Tables and Lists Create and Manage References Insert and Format Graphic Elements and Manage Document Collaboration Short video tutorials are included for every single outcome in the book 95 in all for when you need extra help or learn best by observation Word practice exam software included Unlike any other Word exam manual available this book includes Word practice exam software The final chapter focuses on the practice exam software which closely mimics the format of the real exam Custom built and specially designed by SDC Publications this practice exam software can be taken multiple times so you are comfortable with the real test software how to mark and return to questions question format live in application steps and how the results are presented Study materials for all learning styles Custom made Practice Exam Software 95 short narrated video tutorials for every outcome in the book End of chapter self exam and review questions 75 Flashcards Exam Day Study Guide About the author Daniel John Stine AIA CSI CDT is a registered architect with over twenty years of experience in the field of architecture Throughout these years of professional practice Stine has leveraged many of the Microsoft Office products to organize and manage complex projects In addition to Microsoft Office certification study guides Stine has written multiple books on architectural design software all written using Microsoft Word and published by SDC Publications

Microsoft PowerPoint Introduction and Certification Study Guide Daniel John Stine,2022-04 Serving as both a training guide for Microsoft PowerPoint and a study guide for the PowerPoint certification exam Microsoft PowerPoint Introduction and Certification Study Guide is an indispensable resource for PowerPoint users at every level of expertise Starting with the essentials and building to more complicated steps each chapter breaks one of five essential PowerPoint skill

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written using Microsoft Word and published by SDC Publications MOS 2010 Study Guide for Microsoft Word Expert, Excel Expert, Access, and SharePoint Exams Geoff Evelyn, John Pierce, 2011-08-12 Demonstrate your expertise with Microsoft Office Designed to help you practice and prepare for four Microsoft Office Specialist MOS exams this all in one study guide features Full objective by objective exam coverage Easy to follow procedures and illustrations to review essential skills Hands on practice tasks to apply what you ve learned Includes downloadable practice files Use the in depth exam prep practice and review to help advance your proficiency with Microsoft Office and earn the credential that proves it Study Guide for Microsoft Office 365 John Pierce, 2012-06-15 Demonstrate your expertise with Microsoft Office 365 by earning a MOS certification This Study Guide is designed to help you prepare for MOS Exam 77 891 Microsoft Office 365 and features Full objective by objective review Easy to follow procedures and hands on tasks Exam discount offer from Certiport Use the in depth exam prep practice and review to help advance your proficiency with Office 365 and earn the credential that Java 2: Web Developer Certification Study Guide Natalie Levi, 2006-02-20 Here s the book you need to prepare for Exam 310 080 Sun Certified Web Component Developer for J2EE Platform This Study Guide provides In depth coverage of every exam objective Practical information on programming servlets developing JSP pages and using custom tags Hundreds of challenging review questions in the book and on the CD Leading edge exam preparation software including a testing engine Authoritative coverage of all exam objectives including The structure and deployment of modern servlet web applications The servlet container model Designing and developing servlets to handle server side exceptions Designing and developing servlets using session management Designing and developing secure web applications Designing and developing thread safe servlets The JavaServer Pages JSP technology model Designing and developing reusable web components Designing and developing ISP pages using JavaBean components and custom tags Designing and developing a custom tag library Design patterns Note CD ROM DVD and other supplementary materials are not included as part of eBook file

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