



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	29
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

**RD Boyd**



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

*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     *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     **Open Learning Guide for Microsoft Excel 2000** ,1999     *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 supplementary materials are not included as part of eBook file For Instructors Teaching supplements are available for this

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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 photocopyable sheets from the book as well as links to other sources of help and advice

**Statistics for Business and Economics** Carlos Cortinhas, Ken Black, 2012 This title provides readers with in depth information on business management and economics It includes robust and algorithmic testbanks high quality PowerPoint slides and electronic versions of statistical tables

**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

*UPSC IAS Mains Exam: General Studies Paper-3 Complete Study Material* R P Meena, General

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1 Indian Economy and issues relating to planning mobilization of resources growth development and employment

2 Inclusive growth and issues arising from it

3 Government Budgeting

4 Major crops cropping patterns in various parts of the country different types of irrigation and irrigation systems storage transport and marketing of agricultural produce and issues and related constraints e technology in the aid of farmers

5 Issues related to direct and indirect farm subsidies and minimum support prices Public Distribution System objectives functioning limitations revamping issues of buffer stocks and food security Technology missions economics of animal rearing

6 Food processing and related industries in India scope and significance location upstream and downstream requirements supply chain management

7 Land reforms in India

8 Effects of liberalization on the economy changes in industrial policy and their effects on industrial growth

9 Infrastructure Energy Ports Roads Airports Railways etc

10 Investment models

11 Science and Technology developments and their applications and effects in everyday life

12 Achievements of Indians in science indigenization of technology and developing new technology

13 Awareness in the fields of IT Space Computers robotics nanotechnology biotechnology and issues relating to intellectual 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

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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

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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

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## **Table of Contents Microsoft Excel Full Study Guide**

1. Understanding the eBook Microsoft Excel Full Study Guide
  - The Rise of Digital Reading Microsoft Excel Full Study Guide
  - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Excel Full Study Guide
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Microsoft Excel Full Study Guide
  - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Excel Full Study Guide
  - Personalized Recommendations
  - Microsoft Excel Full Study Guide User Reviews and Ratings
  - Microsoft Excel Full Study Guide and Bestseller Lists
5. Accessing Microsoft Excel Full Study Guide Free and Paid eBooks
  - Microsoft Excel Full Study Guide Public Domain eBooks
  - Microsoft Excel Full Study Guide eBook Subscription Services
  - Microsoft Excel Full Study Guide Budget-Friendly Options
6. Navigating Microsoft Excel Full Study Guide eBook Formats

- ePub, PDF, MOBI, and More
- Microsoft Excel Full Study Guide Compatibility with Devices
- Microsoft Excel Full Study Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Microsoft Excel Full Study Guide
  - Highlighting and Note-Taking Microsoft Excel Full Study Guide
  - Interactive Elements Microsoft Excel Full Study Guide
- 8. Staying Engaged with Microsoft Excel Full Study Guide
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Microsoft Excel Full Study Guide
- 9. Balancing eBooks and Physical Books Microsoft Excel Full Study Guide
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Microsoft Excel Full Study Guide
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Microsoft Excel Full Study Guide
  - Setting Reading Goals Microsoft Excel Full Study Guide
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Microsoft Excel Full Study Guide
  - Fact-Checking eBook Content of Microsoft Excel Full Study Guide
  - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
- 14. Embracing eBook Trends
  - Integration of Multimedia Elements
  - Interactive and Gamified eBooks

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