



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 & 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 & 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.

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MCTS Windows Server Virtualization Configuration Study Guide William Panek, 2009-05-13 The MCTS is Windows Server Virtualization Configuring exam and is Microsoft's newest addition to their exam repertoire and tests candidates ability to use Hyper-V and server virtualization as part of their network infrastructure solution The exam targets IT professionals who are looking to enhance their skills and distinguish themselves from the rest of the pack This guide reviews the tasks that are mandatory for candidates to know installing Hyper-V configuring and optimizing Hyper-V deploying virtual machines and managing and monitoring virtual machines The CD-ROM contains coverage of the exam objectives real world scenarios hands on exercises and challenging review questions Note CD-ROM DVD and other supplementary materials are not included as part of eBook file For Instructors Teaching supplements are available for this title

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Study Guide to Managerial Ch 12-25 Brubeck, Charles T. Horngren, 2007-04-03

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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 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 The most effective system available to prepare for the CPA exam proven for nearly forty years Timely up to the minute coverage for the computerized exam Contains all current AICPA content requirements in Auditing and Attestation Unique modular format helps you zero in on areas that need work organize your study program and concentrate your efforts Comprehensive questions over 3 800 multiple choice questions and their solutions in the four volumes Covers the new simulation style problems Includes over 280 simulations Complete sample exam in Auditing and Attestation Guidelines pointers and tips show you how to build knowledge in a logical and reinforcing way Wiley CPAexcel Exam Review Study Guide 2015 arms test takers with detailed outlines study guidelines and skill building problems to help candidates identify focus on and master the specific topics that need the most work **Grammar: 1001 Practice Questions For Dummies (+ Free Online Practice)** Geraldine Woods,2022-05-23 Learn to dot your I s and cross your T s with this hands on grammar practice The rules of grammar can seem abstract and confusing But putting them into practice will help you understand and retain grammatical conventions In Grammar 1001 Practice Questions For Dummies you ll get the step by step and hands on experience you need to improve your conjugations gerund use punctuation and more Each practice question includes detailed explanations and solutions available both in the book and online The book also includes Intuitive questions on everything from Oxford commas to verb tense Free one year access to all 1 001 practice questions online and the ability to create customized quizzes and study sessions Detailed explanations for every question to help build your understanding Ideal for self paced learning and as a companion for students in grammar and English classes in high school and college Grammar 1001 Practice Questions For Dummies Free Online Practice is a must have resource to improve your written and spoken English communication Grammar 1001 Practice Questions For Dummies 9781119883746 was previously published as 1 001 Grammar Practice Questions For Dummies 9781118745014 While this version features a new Dummies cover and design the content is the same as the prior release and should not be considered a new or updated product

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