



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:

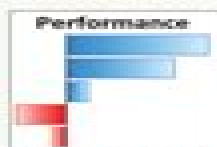
- Display the **Conditional Formatting** list.
- Point to **Data Bars**.
- Click the format you want to apply.

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 name 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	34
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.

Microsoft Excel Study Guide Answers

WJ Hussar



Microsoft Excel Study Guide Answers:

Intermediate Microeconomics with Microsoft Excel Humberto Barreto, 2009-06-15 This unique text uses Microsoft Excel workbooks to instruct students In addition to explaining fundamental concepts in microeconomic theory readers acquire a great deal of sophisticated Excel skills and gain the practical mathematics needed to succeed in advanced courses In addition to the innovative pedagogical approach the book features explicitly repeated use of a single central methodology the economic approach Students learn how economists think and how to think like an economist With concrete numerical examples and novel engaging applications interest for readers remains high as live graphs and data respond to manipulation by the user Finally clear writing and active learning are features sure to appeal to modern practitioners and their students The website accompanying the text is found at www.depauw.edu/learn/microexcel

Study Guide for Practical Statistics for Educators Ruth Ravid, Elizabeth Oyer, 2010-04-16 The fourth edition of the Study Guide for Practical Statistics for Educators serves as a user friendly and accessible way for students to better understand review and apply the concepts introduced in its companion textbook Practical Statistics for Educators Ravid 2011 Since the first edition of this study guide came out in 1994 thousands of students in educational statistics courses and their professors have found it to be an excellent guide with clear and easy to follow instructions and examples The study guide allows students to reinforce and test their knowledge of the concepts addressed in each chapter of the textbook At the end of each chapter the best answer for each exercise is given along with an explanation for why the correct answer is better than the other choices New in this edition are accompanying Excel exercises so students may perform data analysis with this commonly used software using data available on the web based portal that accompanies the guide

Study Material & Question Bank YCT Expert Team , 2022 23 RSB Study Material Question Bank

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Microsoft Office Specialist Study Guide Online Training Solutions (Firm), 2004 Helping readers prepare for one or more of the Microsoft Office Specialist exams for the Microsoft Office 2003 Editions track this guide covers all objectives and sub objectives for the Microsoft Official Specialist exams for Microsoft Office Word 2003 Word 2003 Expert Excel 2003 Excel 2003 Expert PowerPoint 2003 Access 2003 and Outlook 2003 The CD includes practice files and practice exams

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Processing Virender Kadyan,Amitoj Singh,Mohit Mittal,Laith Abualigah,2022-01-01 This book provides insights into how deep learning techniques impact language and speech processing applications The authors discuss the promise limits and the new challenges in deep learning The book covers the major differences between the various applications of deep learning and the classical machine learning techniques The main objective of the book is to present a comprehensive survey of the major applications and research oriented articles based on deep learning techniques that are focused on natural language and speech signal processing The book is relevant to academicians research scholars industrial experts scientists and post graduate students working in the field of speech signal and natural language processing and would like to add deep learning to enhance capabilities of their work Discusses current research challenges and future perspective about how deep learning techniques can be applied to improve NLP and speech processing applications Presents and escalates the research trends and future direction of language and speech processing Includes theoretical research experimental results and applications

of deep learning *Introductory Statistics for the Behavioral Sciences* Joan Welkowitz, Barry H. Cohen, Robert B. Ewen, 2010-06-08 A comprehensive and user friendly introduction to statistics now revised and updated *Introductory Statistics for the Behavioral Sciences* has had a long and successful history and is a popular and well respected statistics text. Now in its sixth edition the text has been thoroughly revised to present all the topics students in the behavioral sciences need in a uniquely accessible format that aids in the comprehension and implementation of the statistical analyses most commonly used in the behavioral sciences. Using a continuous narrative that explains statistics and tracks a common data set throughout, the authors have developed an innovative approach that makes the material un intimidating and memorable, providing a framework that connects all of the topics in the text and allows for easy comparison of different statistical analyses. New features in this Sixth Edition include: Different aspects of a common 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. **MCA Microsoft Office Specialist (Office 365 and Office 2019) Study Guide** Eric 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 scenarios and examples, practical exercises and challenging chapter review questions. Finally you can reinforce and retain what you've learned with the Sybex online learning environment and test bank. Get prepared for the Excel Associate Exam with Sybex. Coverage of 100% of all exam objectives in this Study Guide means you'll be ready to Create and manage worksheets and workbooks. Apply formulas and functions. Populate tables with data. Create and edit a workbook with multiple sheets. Add a graphic element to represent data visually. Interactive learning environment. Take your exam prep to the next level with Sybex's superior interactive online study tools. To access our learning environment simply visit www.wiley.com/go/sybextestprep register your book to receive your unique PIN and instantly gain one year of FREE access after activation to Interactive test bank with a practice exam to help you identify areas where further review is needed. Get more than 90% of the answers correct and you're ready to take the certification exam. 100 electronic flashcards to reinforce learning and last minute prep before the exam. Comprehensive glossary in PDF format gives you instant access to the key terms so you are fully prepared. Conference Proceedings. New Perspectives in

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$$\lim_{x \rightarrow a} cx = c \lim_{x \rightarrow a} x = a \quad \lim_{x \rightarrow a} cx = c \lim_{x \rightarrow a} x = a \quad \lim_{x \rightarrow a} cx = c \lim_{x \rightarrow a} x = a$$

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