QuickStudy COMPUTER

Microsoft Excel 365 ADVANCED

CONDITIONAL FORMATS

- **Conditional formats:** 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.
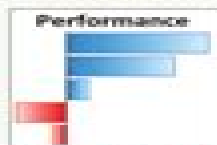
Create a data bar conditional format:
- Display the *Conditional Formatting* list.
- Point to *Data Bars*.
- Click the format you want to apply.

Types of Data Bars
- **Gradient Fill 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

Performance

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 large 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**.

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 *Color* 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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Yan Bai

Microsoft Excel Study Guide 24:

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