

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 ASS.

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.

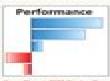
Types of Data Bars

· Cradical FIR formats:

- Gradually change from a solid fill at the left odge 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 Icon 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.

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identifies its focus ends with a quick study summary of key concepts and presents review questions to assess and reinforce your understanding The authors present Cisco best practices and illustrate operations and problem solving via realistic examples This guide is ideal for all certification candidates who want to master all the topics covered on the CIPTV1 300 070 exam The official book for Cisco Networking Academy's new CCNP CIPTV1 course includes all new Learning Cisco CIPTV1 e Learning course content Covers CUCM architecture deployment models and tradeoffs Walks through bringing CUCM online deploying endpoints and setting up users Explains how to create a solid IP Phone foundation for advanced services Covers dial plan elements design and implementation Reviews key call routing elements Explains digit manipulation Shows how to control user access Discusses audio video resources and videoconferencing Covers QoS tools and preferential call handling Explains external connections via Cisco IOS Voice Gateways and CUBE Streamlines review with clear summaries assessment questions and objectives Bowker's Complete Video Directory, 2000 Manual for trainers: Frontline In-Service Applied Veterinary Epidemiology Training Food and Agriculture Organization of the United Nations, AGRILIFE, 2023-09-15 This manual provides details of the Frontline In Service Applied Veterinary Epidemiology Training ISAVET programme s structure core competencies learning outcomes training activities training modules field assignments supervision monitoring and evaluation for Trainees The intended audience of the manual are individuals enrolled in the Frontline ISAVET at the national level The manual references other ISAVET manuals and documents e.g. ISAVET Trainer Manual ISAVET Mentor Manual SOPs course registration forms and templates etc This manual will serve as an FAO global resource for national capacity development of Veterinary Services to detect and respond to emerging infectious animal diseases including transboundary animal diseases and zoonotic diseases **PC Mag** ,1996-05-14 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

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publish the submissions accepted in the review process and confirmed by the Scientific Program Committee for publication and these are published here as planned The 232 papers are themed under 6 section headings biomedical data tools and methods supporting care delivery health and prevention precision medicine and public health human factors and citizen centered digital health and ethics legal and societal aspects A 7th section deals with the Swiss personalized health network and section 8 includes the 125 posters accepted for the conference Offering an overview of current trends and developments in digital health and medical informatics the book provides a valuable information resource for researchers and health practitioners alike **Using Microsoft Office to Enhance Student Learning** Allan F. Livers, 2008 Provides clear directions for beginner to advanced projects by grade level in math science language arts and social studies plus a CD ROM with templates and sample finished projects

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